

LEVEL I MEMORANDUM

DATE: April 22, 2011

TO: Chief Academic Officers, Montana University System

FROM: Sylvia Moore, Deputy Commissioner for Academic & 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 **April 27**. 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

Flathead Valley Community College:

- Rename Medical Administrative Assistant AAS to Health Care Office Management AAS
[ITEM #151-301+R0511](#)
- Offer the Practical Nursing AAS to Browning through distance and hybrid delivery
[ITEM #151-303+R0511](#)

Montana State University-Bozeman:

- Rename the Motion Picture/Video/Theatre option in Film and Photography to an option in Film within that major [ITEM #151-2002+R0511](#)
- Offer the Montana Dietetic Internship (MDI) Program [ITEM #151-2003+R0511](#)

Montana State University -Billings:

- Departmental merger and name change from Department of Business Academic Programs to Department of Business Administration [ITEM #151-2703+R0511](#)

Montana Tech of The University of Montana:

- Establish a Game Development Option within the Computer Science and Software Engineering Bachelor of Science Degree Programs [ITEM #151-1504+R0511](#)

Terminations and Moratoriums

Dawson Community College:

- Place AAS in Web Design in moratorium [ITEM #151-201+R0511](#)
- Placed AAS Computer Support Specialist in moratorium [ITEM #151-202+0511](#)

Montana State University -Great Falls COT:

- Placed Collision and Refinishing Technology Certificate in moratorium [ITEM #151-2901+R0511](#)
- Filed Intent to Terminate Creative Arts Enterprise Certificate of Applied Science
[ITEM #151-2902+R0511](#)

LEVEL I MEMORANDUM

- Filed Intent to Terminate Office Administration of Applied Science [ITEM #151-2903+R0511](#)
- Filed Intent to Terminate Office Support Certificate of Applied Science [ITEM #151-2904+R0511](#)
- Placed Public Safety Communication Certificate in moratorium [ITEM #151-2905+R0511](#)

The University of Montana-Western:

- Filed Intent to Terminate four option areas, two in AAS Major in Equine Studies and two in AAS Major in Natural Horsemanship [ITEM #151-1601+R0511](#)

Campus Approval of Certificates

Flathead Valley Community College:

- Offer Patient Relations Specialist Certificate [ITEM #151-302+R0511](#)

Montana State University -Great Falls COT:

- Modified Pharmacy Technician Certificate program from 17 to 29 credits [ITEM #151-2906+R0511](#)

ITEM 151-301+R0511
Health Care Office Management AAS

THAT

Montana Board of Regents authorizes Flathead Valley Community College to change the title of its Medical Administrative Assistant AAS to Health Care Office Management AAS.

EXPLANATION

In response to the changing role of administrative assistants in medical offices, the FVCC Medical Office Advisory Committee has recommended a title change from Medical Administrative Assistant AAS to Health Care Office Management AAS. The advisory committee members reviewed the curriculum and student learning outcomes before making their recommendation. The FVCC Board of Trustees approved the title change at its April, 2011 meeting.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: 151-301+R0511

Meeting Date: May 19-20, 2011

Institution: Flathead Valley Community College

CIP Code: 51.0712

Program Title: Health Care Office Management AAS

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)

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:

Flathead Valley Community College requests approval of the title change from Medical Administrative Assistant AAS to Health Care Office Management AAS.

ITEM 151-303+R0511

Practical Nursing AAS to Browning

THAT

Montana Board of Regents authorizes Flathead Valley Community College to deliver its Practical Nursing AAS degree to Browning, Montana.

EXPLANATION

In partnership with Blackfeet Community College, Flathead Valley Community College proposes to offer its Practical Nursing AAS degree to Browning using interactive television and online classes with lab/clinical classes held at Blackfeet Community College and Browning area health care facilities. This outreach effort is fully funded for two years by FVCC's Department of Labor Community Based Job Training grant (Project SINEW). FVCC will assist Blackfeet Community College with its Montana Board of Nursing application to assume responsibility for the program after the completion of the grant. Blackfeet Community College currently offers all the required pre-requisites for the program and has recently remodeled space where the nursing lab will be housed. The Montana Board of Nursing approved this program expansion at its April, 2011 meeting.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: 151-303+R0511

Meeting Date: May 19-20, 2011

Institution: Flathead Valley Community College

CIP Code: 51.1613

Program Title: Practical Nursing AAS to Browning

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

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- 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:

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 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.

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Specify Request:

Flathead Valley Community College requests approval to offer the Practical Nursing AAS to Browning through distance and hybrid delivery.

ITEM 151-2002+R0511

Option in Film

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to rename the Motion Picture/Video/Theatre option in Film and Photography to an option in Film within that major.

EXPLANATION

Montana State University's School of Film and Photography in the College of Arts and Architecture requests to rename the Motion Picture/Video/Theatre option in the BA in Film and Photography to an option in Film within that major. The change reflects the change in department name and the major that was recently approved by the Board of Regents and more accurately describes the nature of the curriculum within the option.

ATTACHMENTS

Level I request form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 151-2002+R0511

Meeting Date: May 19-20, 2011

Institution: Montana State University-Bozeman

CIP Code: 50.0602

Program Title: Option in Film

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.

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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 (Submit with completed Program Termination Checklist);

3. Placement of program into moratorium via a Program Termination Checklist (Submit with completed Program Termination Checklist);

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 or online delivery of previously authorized degree or certificate programs.

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy

Montana Board of Regents

LEVEL I REQUEST FORM

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. **Submit with completed Curriculum Proposals Form.**

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___ 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*;

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

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Specify Request:

Montana State University's School of Film and Photography in the College of Arts and Architecture requests to rename the Motion Picture/Video/Theatre option in the BA in Film and Photography to an option in Film within that major. The change reflects the change in department name and the major that was recently approved by the BOR and more accurately describes the nature of the curriculum within the option.

ITEM 151-2003+R0511

Montana Dietetic Internship (MDI) Program

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to offer the Montana Dietetic Internship (MDI) Program.

EXPLANATION

To become a registered dietitian (RD) an individual must successfully complete: 1) a four year didactic program in dietetics, such as is offered at Montana State University- Bozeman; and 2) a supervised practice/professional internship consisting of at least 1,200 hours; and then 3) successfully pass a national exam. The Montana Dietetic Internship (MDI) Program is not a degree, major, minor or option, but rather is a 42 week post-baccalaureate professional program that admits only individuals who have completed a Didactic Program in Dietetics with at least a bachelor's degree. The MDI Program meets the American Dietetic Association's Competencies for preparing knowledgeable professionals in the practice of dietetics. The MDI Program activities include 1,295 hours of supervised practice in various clinical and non-clinical settings, plus a 30 week on-line didactic course to support supervised practice learning.

ATTACHMENTS

Curriculum proposal
Level II request form

Montana Board of Regents

CURRICULUM PROPOSALS

1. Overview

To become a registered dietitian (RD) an individual must successfully complete: 1) a four year didactic program in dietetics, such as is offered at Montana State University- Bozeman; and 2) a supervised practice/professional internship consisting of at least 1,200 hours; and then 3) successfully pass a national exam.

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

The Montana Dietetic Internship (MDI) Program is not a degree, major, minor or option, but rather is a 42 week post-baccalaureate professional program that admits only individuals who have completed a Didactic Program in Dietetics with at least a bachelor's degree. The MDI Program meets the American Dietetic Association's Competencies for preparing knowledgeable professionals in the practice of dietetics. The MDI Program activities include 1,295 hours of supervised practice in various clinical and non-clinical settings, plus a 30 week on-line didactic course to support supervised practice learning. In addition to completing practice experiences at MSU-Bozeman, interns will be assigned to one of three geographic cluster areas to complete the required supervised practice hours. The clusters include: 1) Kalispell/Missoula, 2) Great Falls/Helena, and 3) Billings.

3. Need

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

Currently, the national placement rate of student interns to dietetic internship spots is 50%. Before 2009, about 85% of applicants from the MSU's Didactic Program in Dietetics received placement. In 2009, only 50% of MSU dietetic students who applied for internships were successfully matched due to the national trend of increased dietetic program graduates and a limited number of internships. MSU has always had an outstanding didactic program and produces well prepared graduates in dietetics, yet in order to become registered dietitians, students have had to go out of state and compete nationally for internship placement. The absence of a dietetic internship in Montana prompted some of our best talent to leave the state. A need for more dietitians in the state and a declining number of available dietetic internships both contributed to the decision to develop the Montana Dietetic Internship.

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

The MDI Program will benefit rural Montana by bringing additional dietetic services to medically underserved areas, and it will benefit Montana dietitians by providing professional development and service opportunities for internship mentors who are registered dietitians. Program strengths are several; MDI faculty expertise in the concentration area of sustainable food systems, preceptor experience and credentials, faculty and preceptor commitment to the dietetics profession, access to several state programs, and University administrative support are characteristics that most dietetic education program directors and faculty would envy.

Montana Board of Regents

CURRICULUM PROPOSALS

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

The anticipated demand for the internship program is high due to a strong program in dietetics at MSU and the low national internship match rate stated earlier. Each year there will be fourteen MDI spots available; the anticipation is that MDI will receive at least 100 applications annually from MSU seniors and graduates as well as students from out of state programs to fill 14 spots. This estimation is based on the 50% national match rate, the number of applications received by similar size dietetic programs in other states, and the numerous inquiries already received from students across the US about a Montana internship.

4. Institutional and System Fit

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

As noted above, in order for students graduating from the MSU Dietetics Program to realize their full potential as registered dietitians they must complete an approved supervised internship program. The MDI Program has been approved by the National Commission on Accreditation for Dietetic Education (CADE) and will provide that opportunity to MSU graduates in dietetics.

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

No changes to the existing program are anticipated.

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

Not applicable.

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

The MDI Program is aligned with the MSU Department of Health & Human Development core belief that well-being applies to families, groups, individuals, organizations, and communities. As well, the MDI Program, through partnership with the dietetic professionals in the state, reinforces founding core values of the Land Grant University System by providing educational opportunities to the people of Montana through learning, discovery and creativity.

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.

There are no other comparable dietetic internship programs in the Montana University System or the state.

Montana Board of Regents

CURRICULUM PROPOSALS

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.**

On-Line Course Description: The purpose of this course is to provide interns enrolled in the Montana Dietetic Internship with a strong background in clinical dietetics, community nutrition, and foodservice management topics to prepare for rotations in these dietetic areas. This course is conducted on-line so that interns can access materials and complete assignments regardless of their location in Montana. Interns will complete modules in the order that best matches the individualized rotation schedule.

Modules: There are a total of 30 modules. All modules are available in the on-line course, and should be completed according to your rotation schedule. Modules are meant to prepare the intern for supervised practice experiences. Each module includes a reading, an activity and a learning assessment.

Evaluation: The MDI Program Director will monitor completion of assessments. Interns must successfully complete all assessments to be eligible for a verification statement during the graduation week. A score of 80% or better on each assessment is required for successful completion. If an intern receives a score lower than 80% they must repeat the module until they are successful.

Required Readings: All readings will be available on-line, or found in the MDI required texts.

On-Line Course Topics: The following is a list of topics covered in the on-line modules.

Community Nutrition – cultural competence, current public health issues, pediatric and children nutrition, geriatrics and again, emergency food system, global health, and food policy.

Clinical Nutrition – nutrition care process, energy balance, obesity/overweight, diabetes, cardiovascular disease, oncology, gastrointestinal, allergies, genomics and genetic disorders.

Management – management philosophy, missions, vision and goals, management vs leadership, computerized systems and software, human resources, recruitment, hiring, retention, human resources training, motivation, supervision, food safety & sanitation, policies and procedures, food purchasing, inventory, production, distribution and marketing, budgeting, customer satisfaction & quality assurance.

Miscellaneous – professional issues, ethics.

Competencies/Learning Outcomes: Through the readings, activities, and assessments that students complete in the modules of this course, we address competencies and learning outcomes based on the required competencies for accredited dietetic internship programs.

Montana Board of Regents
CURRICULUM PROPOSALS

Supervised Practice Experiences:

4 Weeks Orientation/Professional Development

9 Weeks Food Service – University Food Service, K-12 Food Service/OPI, Large Hospital Food Service, Rural Hospital Food Service

8 Weeks Community Nutrition – Sustainable Foods/Towne’s Harvest, MSU Extension/Team Nutrition, Indian Health Services, Food Security Council

14 Weeks Clinical Nutrition – Comprehensive Care Hospitals, Rural Hospitals, Long-term Care Facilities

6 Weeks Self-Select Rotation – Restaurant Industry, Pediatrics, Sports Nutrition Community Nutrition/RD Entrepreneur, to name a few possibilities

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

There are fourteen interns in the first class of MDI; interns will begin Aug 2011 and complete the internship June 2012. The 2011 MDI class will be entirely comprised of MSU graduates.

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.

MSU Nutrition Faculty, the Dean of the College of Education, Health & Human Development (EHHD), and Department Head for the Dept of Health & Human Development (HHD) serve on the MDI Faculty Advisory Board along with other dietetic professionals on campus and in the state. The MDI Director position is 40% teaching, 10% service as an Adjunct Faculty member of HHD and 50% program administration. Total salary and benefits for the MDI Director position is supported by the MDI budget through program costs paid by interns. The MDI Director and EHHD/HHD administrative activities for MDI include:

- Overseeing the selection process for student interns
- Coordinating and supporting RD preceptors in various clinical and non-clinical settings to provide supervised practice
- Payment of above said preceptors
- Development and delivery of the accompanying didactic distance learning curriculum to meet CADE standards
- Student intern support and advising

Providing Verification Statements of successful completion (required in order to be eligible to sit for the national RD exam).

Montana Board of Regents

CURRICULUM PROPOSALS

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 additional resources are required for program success. The MDI Program is self-sustained with program costs being paid directly by the selected MDI interns.

7. Assessment

How will the success of the program be measured?

The following goals will be evaluated with specific outcome measures to determine MDI Program success:

Goal 1: Prepare highly capable and culturally competent entry-level registered dietitians, who can integrate sustainable food systems into dietetic practice.

Outcome measures:

1. 80% of MDI preceptors will evaluate MDI interns with an overall average rating of 4 or greater on a 5 point Likert scale (4 = satisfied) after each rotation.
2. 100% of MDI graduates will pass the Cultural Competence and Sustainable Food Systems modules with an 80% score or higher after the related rotations.
3. 90% of MDI graduates will pass the RD Exam on the first attempt.
4. 90% of MDI graduates will rate their goal attainment after the internship with an overall average rating of 4 or greater on a 5 point Likert scale (4 = satisfied). Assessment will be completed immediately post internship and one year after graduation.
5. 80% of employers will rate employees who are MDI graduates with an overall average rating of 4 or greater on a 5 point Likert scale (4 = satisfied).

Goal 2: Prepare entry-level registered dietitians who will serve the needs and enrich the well-being of diverse populations in Montana and the Rocky Mountain region.

Outcome measures:

1. Within five years, 25% of MDI RDs will serve the populations of Montana and Rocky Mountain region.

Goal 3: Prepare entry-level registered dietitians who demonstrate life-long learning, professional and community service, and leadership in the dietetic profession.

Outcome measures:

1. 100% of MDI RDs will complete required portions of the Professional Development Portfolio within two years.
2. 75% of MDI RDs will participate in state or district dietetic association within two years.
3. 75% of MDI RDs will participate in community service within five years.

25% of MDI RDs will serve in some type of leadership role in their state affiliate or a food and nutrition professional organization within five years.

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.

Process steps completed in the development of the MDI Program:

- Need for a dietetic internship and an exploratory survey determined by the Montana Dietetic Association board of directors.
- Surveyed RD professionals across the state regarding their interest and support for a Montana internship – results indicated strong interest and support.
- Established an MDI advisory board of MSU faculty, administrators, and dietetic professionals in the state of Montana.
- Met CADE internship eligibility criteria.
- Successfully completed an extensive self-study that included the following highlights:
 - Dietetic program justification
 - Development of program mission, goals, outcome measures, and mechanisms for program assessment
 - Development of on-line course and supervised practice experiences
 - Development of a self-sustainable program budget
 - Establishment of an organizational/administrative chart demonstrating internal and external communications including a Dietetic Internship Director position.
- Successfully completed a CADE onsite program review.
- Successfully screened and selected fourteen interns for the 2011 MDI class according to CADE approved procedures.
- Applied to National Commission on Accreditation for Dietetic Education (CADE) for accreditation and received.

Each of the above steps required the support and involvement of Food & Nutrition Faculty, EHHD/HHD Administration, and RD professionals across the state and their facilities, which also represent potential employers. The MDI Program has a broad base of support at MSU and in communities across the state.

ITEM 151-2703+R0511

College of Business request for departmental merger and name change revision approval

THAT

The MSUB College of Business request for departmental merger and name change revision approval by the Commissioner of Higher or the Commissioner's designees.

EXPLANATION

The department currently titled the Department of Business Academic Programs at Montana State University Billings would like the name of the department changed to the Department of Business Administration. This will be more consistent with similar department across the country.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: 151-2703+R0511

Meeting Date: May 19-20, 2011

Institution: Montana State University Billings

CIP Code: _____

Program Title: Business Academic Programs

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. **Submit with completed Curriculum Proposals Form.**

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 (**Submit with completed Program Termination Checklist**);
3. Placement of program into moratorium via a Program Termination Checklist (**Submit with completed Program Termination Checklist**);
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;
- X** 6. Departmental mergers and name changes;
7. Program revisions; and
8. Distance or online delivery of previously authorized degree or certificate programs.

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. **Submit with completed Curriculum Proposals Form.**

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 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 currently titled the Department of Business Academic Programs at Montana State University Billings would like the name of the department changed to the Department of Business Administration. This will be more consistent with similar department across the country.

ITEM 151-1504+R0511

Game Development Option within the Computer Science and Software Engineering Bachelor of Science Degree Programs at Montana Tech

THAT

The Montana Board of Regents recognizes the establishment of a Game Development Option within the Computer Science and Software Engineering Bachelor of Science Degree Programs at Montana Tech.

EXPLANATION

This request is driven by student demand. Many of our students are competent “gamers” and they are interested in learning how to develop computer games. This option, which is a collaboration between the Professional and Technical Communication and Computer Science Departments, has the potential to make Tech’s Computer Science and Software Engineering Degree programs more attractive to prospective students.

ATTACHMENTS

- Level I Request Form
- Level II Curriculum Proposals

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 151-1504+R0511 Meeting Date: May 19-20, 2011

Institution: Montana Tech of The UM CIP Code: 11.00

Program Title: Game Development Option Within The Computer Science And Software Engineering Bachelor Of Science Degree Programs

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)

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:

Montana Tech of The University of Montana seeks Level I approval from the Montana Board of Regents to establish a Game Development option in both the Computer Science and Software Engineering Bachelor of Science Degree programs.

Montana Board of Regents

CURRICULUM PROPOSALS

1. Overview

Game Development Option within the Computer Science and Software Engineering Bachelor of Science Degree Programs at Montana Tech

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

The Computer Science Department of Montana Tech would like to add a Game Development option to its existing options in both the Computer Science (CS) and Software Engineering (SE) Bachelor of Science Degree programs. The existing options for the CS and SE degree programs are Business Applications, Electronic Control Systems, Engineering Applications, Statistical Applications, Technical Communications, and Health Care Informatics.

3. Need

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

Games are the majority of our students #1 interest. A Game Development option would make our Computer Science and Software Engineering programs more appealing to many prospective students.

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

The main effect will be to expand our student's choices of study emphasis, and thus their career options after graduation.

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

The demand for the option is driven by student interest. Several of our present students would take this option if it were offered. Prospective students usually express strong interest in the possibility of a taking Game Development option

4. Institutional and System Fit

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

Three of the courses proposed for this option are offered by the Professional and Technical Communications (PTC) department. The fourth course, Computer Graphics, is a course that will be offered by Computer Science departments, and is listed among the core computer science courses in the ACM CS curriculum.

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

No changes will be required.

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

Montana Board of Regents
CURRICULUM PROPOSALS

appropriate).

There are no other closely related programs at the institution.

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

Goal #1 of Montana Tech’s strategic plan is to sustain and enhance the quality of all academic programs.

Not only are games a major interest of our Computer Science and Software Engineering students, but many advanced concepts of computer science are involved in the construction of these games. A Game Development option would motivate students to gain competency in these advanced and difficult areas of computer science.

As noted in the request submitted to, and approved by the Montana Tech Curriculum Review Committee, the primary focus of this program will be on “serious games”, that is, on using games as educational vehicles. Last year the Software Engineering Senior Design students developed a two hour game that graphically illustrated advanced computer science algorithms within the context of a dramatic adventure game. It is expected that the games produced in this program can address both elementary and advanced problems in any of the math, science, or engineering programs offered at Montana Tech.

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.

There are currently no similar programs within the Montana University System. The MUS Transferability Initiative does not currently list any courses in computer game design.

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.

Shown below are the curriculum requirements as defined by joint agreement between the Professional and Technical Communications Department (PTC) and the Computer Science Department.

COMPUTER SCIENCE DEGREE OPTIONS

Professional Electives --- Junior and Senior Years

12 Credits for Each Option

Game Development				
<i>Junior Year</i>			<u>Fall</u>	<u>Spring</u>
PTC	2596	Intro to Game Design	3	
PTC	3406	New Media I		3
<i>Senior Year</i>				
PTC	4406	New Media II (prereq PTC 3156 & 3406 and Senior Standing or consent of the instructor)	3	
CSCI	441	Computer Graphics (prereq CSCI 322 & M 333)		3

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

Initial enrollment in the Game Development option by Computer Science and Software Engineering students is expected to be low. Growth may occur in conjunction with enrollment growth in the CS and SE degree programs, but it is still expected that within the next 5 years, enrollment in the option will remain relatively small. After 5 years, enrollment levels can be re-evaluated to determine if any changes need to be made.

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 additional faculty resources will be required.

No additional faculty resources will be required.

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.

Montana Board of Regents
CURRICULUM PROPOSALS

No other additional resources will be required.

7. Assessment

How will the success of the program be measured?

Success will be measured by the relative percentage of CS and SE students that choose this option , their graduation rate, and the percentage of those graduating from the program that are employed or in graduate school four months after commencement.

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.

To address student interest in video game development, the Computer Science Department has for several years had the desire to offer a game option. However, offering such an option only recently became viable when Dr. Lori Shyba joined the PTC Department as a tenure- track assistant professor last year. Dr. Shyba's PhD research was in serious games and she immediately created an Introduction to Game Design special topics course. She will be the instructor in a number of the option's Media Design courses as well. Although all of the other CS/SE options consist entirely of courses in other departments, the CS faculty believes that a course in computer graphics is a necessary component for the game option. This course will be taught as a floating CS elective by a member of the CS/SE faculty.

Once the content of the option was defined, it was submitted to the Montana Tech Curriculum Review Committee (CRC) for approval at the campus level. It was approved by the CRC at their March 10, 2010 meeting. Following procedures, it was presented to the general faculty during an Instructional Faculty Meeting on May 4, 2010 and approved.

ITEM 151-201-R0511

Level I Program Moratorium Notification

THAT

Dawson Community College seeks to place the AAS in Web Design in moratorium.

EXPLANATION

The Academic Affairs Committee of Dawson Community College has voted to place the AAS in Web Design in moratorium.

ATTACHMENTS

Level I request form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: 151-201+R0511

Meeting Date: May 19-20, 2011

Institution: Dawson Community College

CIP Code: 11.0101

Program Title: AAS Web 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.

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:

Dawson Community College respectfully notifies the Board of Regents that we are seeking MORATORIUM status of the AAS in Web Development.

ITEM 151-202-R0511

Level I Program Moratorium Notification

THAT

Dawson Community College seeks to place the AAS Computer Support Specialist program in moratorium.

EXPLANATION

The Academic Affairs Committee of Dawson Community College has voted to place the AAS in Computer Support Specialist in moratorium.

ATTACHMENTS

Level I request form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: 151-202-R0511

Meeting Date: May 19-20, 2011

Institution: Dawson Community College

CIP Code: 11.0101

Program Title: AAS Computer Support Specialist

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)
- X** **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:

Dawson Community College seeks permission to place the AAS in Computer Support Specialist in MORATORIUM.

ITEM 151-2901+R0511

Collision and Refinishing Technology Certificate of Applied Science Moratorium

THAT

MSU-Great Falls COT notifies the Board of Regents that the Collision and Refinishing Technology Certificate of Applied Science program will be placed in moratorium effective June 1, 2011.

EXPLANATION

The Collision and Refinishing Technology Certificate of Applied Science program will be placed in moratorium effective June 1, 2011.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: 151-2901+R0511

Meeting Date: May 19-20, 2011

Institution: MSU – Great Falls COT

CIP Code: 47.0603

Program Title: Collision and Refinishing Technology 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.

 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:

As required by *Board of Regents Policy 303.4 Program Termination*, MSU-Great Falls COT hereby notifies the Board of Regents that the Collision and Refinishing Technology Certificate of Applied Science program will be placed in moratorium effective June 1, 2011.

ITEM 151-2902+R0511

Creative Arts Enterprise Certificate of Applied Science Termination

THAT

MSU-Great Falls COT notifies the Board of Regents of its intent to terminate the Creative Arts Enterprise Certificate of Applied Science program.

EXPLANATION

The Board was notified that the Creative Arts Enterprise Certificate of Applied Science program was placed in moratorium in March 2008. MSU-Great Falls COT will terminate the program.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: 151-2902+R0511

Meeting Date: May 19-20, 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.

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**
X (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:

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 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:

As required by *Board of Regents Policy 303.4 Program Termination*, MSU-Great Falls COT hereby notifies the Board of Intent to Terminate the Creative Arts Enterprise Certificate of Applied Science.

ITEM 151-2903+R0511

Office Administration Associate of Applied Science Termination

THAT

MSU-Great Falls COT notifies the Board of Regents of its intent to terminate the Office Administration Associate of Applied Science program.

EXPLANATION

The Board was notified that the Office Administration Associate of Applied Science program was placed in moratorium in May 2008. MSU-Great Falls COT will terminate the program.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: 151-2903+R0511

Meeting Date: May 19-20, 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.

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**
X (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:

As required by *Board of Regents Policy 303.4 Program Termination*, MSU-Great Falls COT hereby notifies the Board of Intent to Terminate the Office Administration Associate of Applied Science.

ITEM 151-2904+R0511

Office Support Certificate of Applied Science Termination

THAT

MSU-Great Falls COT notifies the Board of Regents of its intent to terminate the Office Support Certificate of Applied Science program.

EXPLANATION

The Board was notified that the Office Support Certificate of Applied Science program was placed in moratorium in May 2008. MSU-Great Falls COT will terminate the program.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: 151-2904+R0511

Meeting Date: May 19-20, 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.

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**
X (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:

As required by *Board of Regents Policy 303.4 Program Termination*, MSU-Great Falls COT hereby notifies the Board of Intent to Terminate the Office Support Certificate of Applied Science.

ITEM 151-2905+R0511

Public Safety Communication Certificate Moratorium

THAT

MSU-Great Falls COT notifies the Board that it has placed the Public Safety Communication Certificate program in moratorium.

EXPLANATION

A recent analysis of program completion data prompted the College to place the Public Safety Communication professional certificate in moratorium. This program, offered through the Division of Extended Learning, has produce two graduates since 2008.

ITEM 151-1601+R0511

**Intent to Terminate Options in Equine Science and Psychology in A.A.S. Major in Equine Studies;
Options in Natural Horsemanship Science and Psychology in A.A.S. Major in Natural Horsemanship**

THAT

The University of Montana Western seeks to terminate four option areas, two in its A.A.S. Major in Equine Studies (Equine Science, CIP = 01.0507; Psychology, CIP=01.0505), and two in its A.A.S. Major in Natural Horsemanship (Natural Horsemanship Science, CIP=01.0509; Psychology, CIP=01.0505).

EXPLANATION

These Option areas have been in moratorium since 2008 and most if not all students eligible to complete these programs have already graduated or moved on. Most courses, or reasonable substitutes, are still available so that any students remaining in the pipeline who are eligible to complete these options would still be able to do so.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: 151-1601+R0511

Meeting Date: May 19-20, 2011

Institution: The University of Montana Western

CIP Code: 01.0507, 01.0505, 01.0509, 01.0505

Program Title: Options in Equine Science and Psychology in A.A.S. Major in Equine Studies; Options in Natural Horsemanship Science and Psychology in A.A.S. Major in Natural Horsemanship

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)
- X 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 University of Montana Western seeks to terminate four option areas, two in its A.A.S. Major in Equine Studies (Equine Science, CIP = 01.0507; Psychology, CIP=01.0505), and two in its A.A.S. Major in Natural Horsemanship (Natural Horsemanship Science, CIP=01.0509; Psychology, CIP=01.0505). These Option areas have been in moratorium since 2008 and most if not all students eligible to complete these programs have already graduated or moved on. Most courses, or reasonable substitutes, are still available so that any students remaining in the pipeline who are eligible to complete these options would still be able to do so.

ITEM 151-302+R0511

Patient Relations Specialist Certificate

THAT

Flathead Valley Community College Board of Trustees has approved a 28 credit Patient Relations Specialist Certificate.

EXPLANATION

In partnership with Adult Basic Education and using the Gates Foundation IBest Model, FVCC has developed a 28 credit Patient Relations Specialist Certificate to provide an entry-level workforce program that would allow students to continue a career pathway to other medical office careers. The Medical Office Advisory Committee has recommended the new certificate.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 151-302+R0511

Meeting Date: May 19-20, 2011

Institution: Flathead Valley Community College

CIP Code: 51.1504

Program Title: Patient Relations Specialist 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 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)

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.

X 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:

Information Item

ITEM 151-2906+R0511
Pharmacy Technician Certificate

THAT

MSU-Great Falls COT informs the Board of the modification of its Pharmacy Technician Certificate program from 17 to 29 credits.

EXPLANATION

Following review by the program's advisory board, MSU-Great Falls COT's Pharmacy Technician professional certificate program curriculum has been revised. The program has been strengthened with coursework in business writing, pharmacy calculations, and basic computer skills to give students a stronger skill set upon entering the workforce and gaining their subsequent Pharmacy Technician licensure. This professional certificate was originally comprised of 17 credits. It now comprises 29 credits.

The proposal for the Pharmacy Technician Professional Certificate has been reviewed by the College's Curriculum Committee and the Associate Dean/Chief Academic Officer has approved its implementation. The certificate continues to reside in and be administered by the Extended Learning Division in consultation with the Division of Health Sciences.

ATTACHMENTS

Level I Request Form

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: 151-2906+R0511

Meeting Date: May 19-20, 2011

Institution: MSU-Great Falls College of Technology

CIP Code: 52.0799

Program Title: Pharmacy Technician 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 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):

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

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

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 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.

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X 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.

Montana Board of Regents

LEVEL I REQUEST FORM

Specify Request:

Following review by the program's advisory board, MSU-Great Falls COT's Pharmacy Technician professional certificate program curriculum has been revised. The program has been strengthened with coursework in business writing, pharmacy calculations, and basic computer skills to give students a stronger skillset upon entering the workforce and gaining their subsequent Pharmacy Technician licensure. This professional certificate was originally comprised of 17 credits. It now comprises 29 credits.

The proposal for the Pharmacy Technician Professional Certificate has been reviewed by the College's Curriculum Committee, and the Associate Dean/Chief Academic Officer has approved its implementation. The certificate continues to reside in and be administered by the Extended Learning Division in consultation with the Division of Health Sciences.