

LEVEL I MEMORANDUM

DATE: October 29, 2012

TO: Chief Academic Officers, Montana University System

FROM: Neil Moisey, Interim Deputy Commissioner for Academic, Research, & Student Affairs
John Cech, Deputy Commissioner for Two-Year & Community College Education

RE: Level I Approvals and Announcements

This memorandum is intended to inform you of the Level I changes in academic programs that have been approved in the Office of the Commissioner of Higher Education since the September 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 **October 30, 2012**. 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 Amy DeMato, Assistant to the Deputy Commissioners.

Terminations, Moratoriums, and Consolidations

Great Falls College MSU:

- Moratorium of Fire & Rescue Technology Associate of Applied Science
[ITEM # 157-2901+R1112](#) | [Request Form](#)

Miles Community College:

- Termination of the Medical Receptionist Certificate – Step 2
[ITEM # 157-403+R1112](#) | [Request Form](#) | [Termination Checklist](#)

Campus Approval of Certificates

Helena College University of Montana:

- Authorization to create a Professional Certificate in Geoscience Technology
[ITEM # 157-1901+R1112](#) | [Request Form](#) | [Attachment](#)
- Authorization to create a Professional Certificate in E-Learning Certificate Level I
[ITEM # 157-1902+R1112](#) | [Request Form](#) | [Attachment](#)
- Authorization to create a Professional Certificate in E-Learning Certificate Level II
[ITEM # 157-1904+R1112](#) | [Request Form](#) | [Attachment](#)

November 15-16, 2012

ITEM 157-2901+R1112
Fire & Rescue Technology Associate of Applied Science

THAT

Great Falls College Montana State University wishes to notify the Board of Regents of its intention to place the Fire and Rescue Technology Associate of Applied Science program in moratorium.

EXPLANATION

The Fire and Rescue Technology AAS program advisory board recommends placing the current program in moratorium based upon findings by the Northwest Commission on Colleges and Universities (NWCCU) during its April 2012 Year Three Evaluation site visit at GFCMSU.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 157-2901+R1112 Meeting Date: November 15-16, 2012

Institution: Great Falls College MSU CIP Code: 43.0203

Program Title: Fire & Rescue Technology Associate of Applied Science

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

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

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

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

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

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

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

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

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

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

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

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

D. Campus Certificates

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

Specify Request:

Great Falls College Montana State University (GFCMSU) notifies the Montana Board of Regents of its intention to place the Fire and Rescue Technology Associate of Applied Science program in moratorium.

Montana Board of Regents
LEVEL I REQUEST FORM

During its April 2012 Year Three Evaluation, the Northwest Commission on Colleges and Universities (NWCCU) issued the following recommendation:

1. *The evaluation committee found evidence that one program, AAS Fire and Rescue Technology, accepts credit for prior experiential learning that exceeds 25% of the total credits required for the degree. This is in conflict with standard 2.C.7 and all programs must meet the standard (Standard 2.C.7).*

There is not an expectation from NWCCU that the program be placed in immediate moratorium. Rather, their expectation is that GFCMSU will have a very well-defined plan to correct the situation as soon as possible with the appropriate communications to constituencies.

That stated, at the recommendation of the Fire and Rescue Technology AAS program advisory board, the College will place the current program in moratorium while working collaboratively with the program advisory board to explore options to develop a new credential utilizing prior learning through the FSTS certification and the appropriate related instruction.

November 15 & 16, 2012

ITEM 157-403+R1112
Intent to Terminate Medical Receptionist

THAT

Miles Community College is requesting to terminate their Certificate in Medical Receptionist from their degree inventory.

EXPLANATION

Miles Community College is terminating the Certificate in Medical Receptionist from their degree offerings due to low enrollments. The three students in the program are completing the unique coursework for the program during the 2012/2013 academic year. Full-time students will graduate in 2013 and part-time students will graduate with the degree by 2014.

ATTACHMENTS

Level I Request Form
Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 157-403+R1112 Meeting Date: November 15 & 16, 2012
Institution: Miles Community College CIP Code: 51.0712
Program Title: Medical Receptionist

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)
- X**

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:

Miles Community College is terminating the Certificate in Medical Receptionist from their degree offerings due to low enrollments. They are asking that the program be removed from their degree inventory filed with the Office of the Commissioner of Higher Education. The three students in the program are completing the unique coursework for the program during the 2012/2013 academic year. All will graduate with the degree by 2014.

Montana University System
PROGRAM TERMINATION CHECKLIST

Pursuant to recommendations of the Montana University System Chief Academic Officers and approved by the Montana Board of Regents for Higher Education, an institution may request that an academic program be terminated/withdrawn under the Level I change process. This two-meeting process begins with the institution submitting a Level I Request Form indicating Intent to Terminate. At a following regular meeting, the institution will submit a Level I Request Form accompanied by the completed Program Termination Checklist.

Phase I:

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

Comments:

The program review for the Medical Receptionist certificate was completed February of 2012. An average of one student per year had been enrolled in the program for the past three years. Currently, there are three students enrolled in the Medical Receptionist certificate. After the Academic Standards and Curriculum Committee voted to terminate the Medical Receptionist program on February 29, 2012, all three students in the program were notified via e-mail March 2, 2012. In this e-mail message, they were given a scope of study that would allow them to complete the unique courses in the program during the 2012/2013 academic year. However, for financial aid purposes and the benefit of two of the part-time students, the program will not officially be declared ended until the end of spring semester 2014. All three students met with the Vice President of Academic Affairs, Shelly Weight, before the conclusion of the 2011/2012 academic year. At that time, the scope of study was reviewed and the students were enrolled in their fall classes.

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

Comments:

The three classes unique to the Medical Receptionist certificate are currently taught by an adjunct instructor. The instructor was notified in March 2012 through conversation and sent an e-mail on March 5, 2012 apprising her of the ending of the program and the classes she was teaching at the end of spring semester of 2013.

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

Comments:

The three students in the Medical Receptionist program met with the Vice President of Academic Affairs prior to the end of the 2011/2012 academic year. Each student signed their scope of study that would ensure they completed the unique courses for the program by the spring of 2013 even if their part-time status did not have them scheduled to graduate until 2014. They could graduate in 2014 by completing the courses in the program that will continue to be offered after the spring of 2013 as they are courses also taught in other programs.

Montana University System
PROGRAM TERMINATION CHECKLIST

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

Comments:

The Academic Standards and Curriculum Committee approved the termination of the Medical Receptionist certificate at their February 29, 2012 meeting. The MCC Board of Trustees was apprised of the recommendation to terminate the program at their February meeting. They approved the termination of the program at their meeting held March 26, 2012. Faculty were informed of the termination of the program at their regular faculty meeting held March 21, 2012, prior to the vote of the Board of Trustees.

5. Notify Faculty Union (where applicable).

Comments:

The faculty union was apprised of the intent to end the Medical Receptionist certificate program on March 5, 2012.

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

Comments:

At the time of the termination of the Medical Receptionist certificate, there was no active advisory committee for this specific program.

7. File Notice of Intent to Terminate/Withdraw via Level I Request Form for Board of Regents agenda to ensure adequate public notice.

Comments:

The Level I request filing the intent to terminate the Medical Receptionist certificate was on the Board of Regents agenda at the September 2012 regular meeting.

Phase II:

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

Comments:

The admissions representative and recruiter will inform the local high school counselors of the current programs at Miles Community College during her fall tour.

Montana University System
PROGRAM TERMINATION CHECKLIST

- 9. Revise hardcopy and electronic catalog to remove the program or indicate planned program closure. Work with current students to ensure they will be able to complete their program within a reasonable deadline.**

Comments:

Neither the 2012/2013 online or printed catalog list the scope and sequence for the Medical Receptionist certificate. It is no longer listed in any publications as a degree offered at Miles Community College.

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

Comments:

The Level I request and program termination checklist will be filed with Office of the Commissioner of Higher Education for the November 2012 Board of Regents meeting.

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

Comments:

Miles Community College requests the terminations of the Medical Receptionist certificate from their degree inventory at the November 2012 meeting.

Nov. 15-16, 2012

ITEM 157-1901+R1112

**Authorization to create Professional Certificate in Geoscience Technology at Helena College
University of Montana**

THAT

The Board of Regents authorizes, in accordance with Montana University System Policy 303.1, the creation of a Professional Certificate (28 credits) in Geoscience Technology at Helena College University of Montana.

EXPLANATION

The expanding use of engineering technologies such as hydrofracking and geosteering used in the growing energy industry in Montana has led to increased demand for technically-competent, geoscience-educated, technicians as displayed in the high location quotient (5.01) for Geological and Petroleum Technicians in Montana according the Bureau of Labor Statistics Occupational Employment Statistics (Code 19-4041; <http://www.bls.gov/oes/current/oes194041.htm>).

If approved, the Professional Certificate in Geoscience Technology (28 credits) at Helena College University of Montana will prepare students to work as geoscience specialists, able to apply their technical knowledge to a variety of geological issues including core evaluation, mineral and rock identification and description, subsurface mapping, the use of GIS and interpretation, and field methodologies. Additionally, the proximity of active mining operations around Helena, Montana would provide Geoscience Technology students with unique opportunities to visit active operations and speak with their future potential employers.

Geoscience Technology graduates will provide employers with technical and non-technical geoscience skills, efficient data collection abilities, and the scientific grounding needed to analyze and present geoscience data to supervisors and interested parties. The skills developed in the Professional Certificate will prepare graduates to enter a variety of in-demand geoscience careers, especially in the growing oil and gas sectors of Montana. Technician-level careers may include oil field data technicians, mudloggers, associate geologists, geoscience technicians, geology lab techs, mineral exploration technologists, and geology assistants.

ATTACHMENTS

Level I Request Form
Bureau of Labor Statistics, Occupational Employment Statistics for Geological and Petroleum Technicians (OCC Code 19-4041).

<http://www.bls.gov/oes/current/oes194041.htm>

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 157-1901+R1112

Meeting Date: November 15-16, 2012

Institution: Helena College

CIP Code: 40.0601

Program Title: Geoscience Technology

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Specify Request:

The Board of Regents authorizes, in accordance with Montana University System Policy 303.1, the creation of a Professional Certificate (28 credits) in Geoscience Technology at Helena College University of Montana.



Occupational Employment Statistics

Occupational Employment and Wages, May 2011

19-4041 Geological and Petroleum Technicians

Assist scientists or engineers in the use of electronic, sonic, or nuclear measuring instruments in both laboratory and production activities to obtain data indicating potential resources such as metallic ore, minerals, gas, coal, or petroleum. Analyze mud and drill cuttings. Chart pressure, temperature, and other characteristics of wells or bore holes. Investigate and collect information leading to the possible discovery of new metallic ore, minerals, gas, coal, or petroleum deposits.

[National estimates for this occupation](#)

[Industry profile for this occupation](#)

[Geographic profile for this occupation](#)

National estimates for this occupation: [Top](#)

Employment estimate and mean wage estimates for this occupation:

Employment (1)	Employment RSE (1)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
14,680	5.9 %	\$27.81	\$57,840	3.0 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$13.75	\$17.44	\$23.89	\$35.33	\$44.75
Annual Wage (2)	\$28,600	\$36,280	\$49,690	\$73,490	\$93,080

Industry profile for this occupation: [Top](#)

Industries with the highest published employment and wages for this occupation are provided. For a list of all industries with employment in this occupation, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in this occupation:

Industry	Employment (1)	Percent of Industry employment	Hourly mean wage	Annual mean wage (2)
Support Activities for Mining	4,410	1.38	\$24.78	\$51,540
Oil and Gas Extraction	2,790	1.71	\$30.67	\$63,780
Architectural, Engineering, and Related Services	2,540	0.20	\$22.84	\$47,500
Petroleum and Coal Products Manufacturing	1,030	0.93	\$45.35	\$94,330
Chemical and Allied Products Merchant Wholesalers	960	0.79	\$30.38	\$63,200

Industries with the highest concentration of employment in this occupation:

Industry	Employment (1)	Percent of Industry employment	Hourly mean wage	Annual mean wage (2)
Oil and Gas Extraction	2,790	1.71	\$30.67	\$63,780
Support Activities for Mining	4,410	1.38	\$24.78	\$51,540
Petroleum and Coal Products Manufacturing	1,030	0.93	\$45.35	\$94,330

Chemical and Allied Products Merchant Wholesalers	960	0.79	\$90.38	\$63,200
Other Pipeline Transportation	40	0.65	\$90.08	\$62,560

Top paying industries for this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Petroleum and Coal Products Manufacturing	1,030	0.93	\$45.35	\$94,330
Employment Services	80	(2)	\$41.94	\$87,240
Electric Power Generation, Transmission and Distribution	160	0.04	\$34.29	\$71,330
Management of Companies and Enterprises	360	0.02	\$33.10	\$68,850
Basic Chemical Manufacturing	70	0.05	\$32.75	\$68,110

Geographic profile for this occupation: Top

States and areas with the highest published employment, location quotients, and wages for this occupation are provided. For a list of all areas with employment in this occupation, see the [Create Customized Tables](#) function.

States with the highest employment level in this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (3)	Hourly mean wage	Annual mean wage (2)
Texas	5,750	0.56	4.88	\$25.87	\$53,820
California	1,870	0.13	1.16	\$37.30	\$77,590
Louisiana	1,480	0.80	7.03	\$29.69	\$61,750
Oklahoma	640	0.43	3.74	\$25.44	\$52,920
Colorado	480	0.22	1.91	\$28.61	\$59,520

States with the highest concentration of jobs and location quotients in this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (3)	Hourly mean wage	Annual mean wage (2)
Wyoming	240	0.89	7.81	\$27.55	\$57,310
Louisiana	1,480	0.80	7.03	\$29.69	\$61,750
Montana	240	0.57	5.01	\$23.31	\$48,470
Texas	5,750	0.56	4.88	\$25.87	\$53,820
Alaska	180	0.56	4.93	\$32.36	\$67,310

Top paying States for this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
Nevada	100	0.09	0.78	\$38.53	\$80,150
California	1,870	0.13	1.16	\$37.30	\$77,590
Alaska	180	0.56	4.93	\$32.36	\$67,310
New York	450	0.05	0.46	\$31.50	\$65,520
Indiana	(8)	(8)	(8)	\$30.35	\$63,120

Metropolitan areas with the highest employment level in this occupation:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
Houston-Sugar Land-Baytown, TX	2,760	1.08	9.45	\$27.15	\$56,470
Oakland-Fremont-Hayward, CA Metropolitan Division	1,110	1.17	10.23	\$40.28	\$83,780
Lafayette, LA	500	3.46	30.21	\$28.59	\$59,460
Midland, TX	370	5.27	46.05	\$22.11	\$45,990
New Orleans-Metairie-Kenner, LA	360	0.71	6.21	\$30.15	\$62,720
Oklahoma City, OK	340	0.60	5.28	\$24.06	\$50,040
Fort Worth-Arlington, TX Metropolitan Division	320	0.38	3.32	\$27.32	\$56,820
Dallas-Plano-Irving, TX Metropolitan Division	320	0.16	1.38	\$29.86	\$62,110
Austin-Round Rock-San Marcos, TX	290	0.37	3.22	\$18.70	\$38,890
Denver-Aurora-Broomfield, CO	280	0.23	2.04	\$31.71	\$65,970

Metropolitan areas with the highest concentration of jobs and location quotients in this occupation:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
Midland, TX	370	5.27	46.05	\$22.11	\$45,990
Lafayette, LA	500	3.46	30.21	\$28.59	\$59,460
Pascagoula, MS	150	2.68	23.43	\$32.76	\$68,130
Oakland-Fremont-Hayward, CA Metropolitan Division	1,110	1.17	10.23	\$40.28	\$83,780
Houston-Sugar Land-Baytown, TX	2,760	1.08	9.45	\$27.15	\$56,470
Casper, WY	40	0.97	8.49	\$25.32	\$52,670
Bakersfield-Delano, CA	210	0.80	7.03	\$34.54	\$71,830
New Orleans-Metairie-Kenner, LA	360	0.71	6.21	\$30.15	\$62,720

College Station-Bryan, TX	60	0.62	5.41	\$21.22	\$44,140
Oklahoma City, OK	340	0.60	5.28	\$24.06	\$50,040

Top paying metropolitan areas for this occupation:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
Santa Ana-Anaheim-Irvine, CA Metropolitan Division	(8)	(8)	(8)	\$44.39	\$92,330
Oakland-Fremont-Hayward, CA Metropolitan Division	1,110	1.17	10.23	\$40.28	\$83,780
Nassau-Suffolk, NY Metropolitan Division	(8)	(8)	(8)	\$39.25	\$81,630
Anchorage, AK	70	0.43	3.72	\$36.59	\$76,110
Bakersfield-Delano, CA	210	0.80	7.03	\$34.54	\$71,830
Albany-Schenectady-Troy, NY	80	0.18	1.56	\$33.66	\$70,020
Pascagoula, MS	150	2.68	23.43	\$32.76	\$68,130
Lake Charles, LA	(8)	(8)	(8)	\$32.31	\$67,200
Denver-Aurora-Broomfield, CO	280	0.23	2.04	\$31.71	\$65,970
Beaumont-Port Arthur, TX	(8)	(8)	(8)	\$30.83	\$64,130

Nonmetropolitan areas with the highest employment in this occupation:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
Northwestern Texas nonmetropolitan area	360	1.44	12.61	\$29.09	\$60,500
New Iberia nonmetropolitan area	260	1.95	17.02	\$35.33	\$73,480
Northeastern Oklahoma nonmetropolitan area	90	0.74	6.43	\$23.76	\$49,430
Railbelt / Southwest Alaska nonmetropolitan area	80	1.14	10.00	\$30.18	\$62,770
Northeastern Wyoming nonmetropolitan area	60	1.14	9.94	\$21.21	\$44,120

Nonmetropolitan areas with the highest concentration of jobs and location quotients in this occupation:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
New Iberia nonmetropolitan area	260	1.95	17.02	\$35.33	\$73,480
Northwestern Texas nonmetropolitan area	360	1.44	12.61	\$29.09	\$60,500
Northeastern Wyoming nonmetropolitan area	60	1.14	9.94	\$21.21	\$44,120
Railbelt / Southwest Alaska nonmetropolitan area	80	1.14	10.00	\$30.18	\$62,770

Other Nevada nonmetropolitan area	40	0.76	6.60	\$23.17	\$48,200
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Top paying nonmetropolitan areas for this occupation:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
Northwest Lower Peninsula of Michigan nonmetropolitan area	(8)	(8)	(8)	\$38.96	\$81,030
New Iberia nonmetropolitan area	260	1.95	17.02	\$35.33	\$73,480
Southwestern Wyoming nonmetropolitan area	(8)	(8)	(8)	\$32.34	\$67,260
Eastern New Mexico nonmetropolitan area	(8)	(8)	(8)	\$30.20	\$62,820
Railbelt / Southwest Alaska nonmetropolitan area	80	1.14	10.00	\$30.18	\$62,770

About May 2011 National, State, Metropolitan, and Nonmetropolitan Area Occupational Employment and Wage Estimates

These estimates are calculated with data collected from employers in all industry sectors, all metropolitan and nonmetropolitan areas, and all states and the District of Columbia. The top employment and wage figures are provided above. The complete list is available in the [downloadable XLS files](#).

The percentile wage estimate is the value of a wage below which a certain percent of workers fall. The median wage is the 50th percentile wage estimate--50 percent of workers earn less than the median and 50 percent of workers earn more than the median. [More about percentile wages](#).

(1) Estimates for detailed occupations do not sum to the totals because the totals include occupations not shown separately. Estimates do not include self-employed workers.

(2) Annual wages have been calculated by multiplying the hourly mean wage by a "year-round, full-time" hours figure of 2,080 hours; for those occupations where there is not an hourly mean wage published, the annual wage has been directly calculated from the reported survey data.

(3) The relative standard error (RSE) is a measure of the reliability of a survey statistic. The smaller the relative standard error, the more precise the estimate.

(7) The value is less than .005 percent of industry employment.

(8) Estimate not released.

(9) The location quotient is the ratio of the area concentration of occupational employment to the national average concentration. A location quotient greater than one indicates the occupation has a higher share of employment than average, and a location quotient less than one indicates the occupation is less prevalent in the area than average.

Other OES estimates and related information:

[May 2011 National Occupational Employment and Wage Estimates](#)

[May 2011 State Occupational Employment and Wage Estimates](#)

[May 2011 Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates](#)

[May 2011 National Industry-Specific Occupational Employment and Wage Estimates](#)

[List of Occupations in SOC Code Number Order](#)

[List of Occupations in Alphabetical Order](#)

[Download May 2011 Occupational Employment and Wage Estimates in Zipped XLS files](#)

[Technical Notes](#)

Last Modified Date: March 27, 2012

Nov. 15-16, 2012

ITEM 157-1902+ R1112

E- Learning Certificate- Level 1

Authorize to create a Professional Certificate in E-Learning Level 1 at Helena College University of Montana

THAT

The Board of Regents authorizes, in accordance with Montana University System policy 303.1, the creation of a Professional Certificate (12 credits) in E-Learning Level 1 at Helena College University of Montana.

EXPLANATION

The expanding use of online instructional technologies in business, government, and education has led to increasing demand for instructional designers, developers, curricular support staff, and the improvement of instructional design skills used by K-12 and higher education instructors either supplementing onsite courses or teaching at a distance.

If approved, the Professional Certificate in E-Learning Level 1 (12 credits) at Helena College University of Montana was designed to provide instructional support and training for Instructional designers, individuals who desire to enter the e-learning instructional and curricular design field, training managers or coordinators, human resource professionals, and professionals who have taken on a training role within their department. The benefits of the program include expanding the differences between traditional and online learning instruction in the areas of: planning and design; content development; student and employee engagement along with learning differences. The individual will also be engaged in the examination and analysis of how to manage the associated costs of deploying online instruction. Further benefits designed into the program provide training and instruction on various methodologies used to utilize different online delivery platforms focusing on both asynchronous and synchronous environments.

E-Learning Level 1 graduates have employment opportunities and advancement potential within educational and workforce employment organizations and be able to apply the theories, principles, models, tools, and techniques associated with e-learning in diverse organizational and educational settings. The following links provide access to e-learning related jobs at the following websites:

- e-Learning Pulse Job Board - http://www.elearningpulse.com/?page_id=8
 - The e-Learning Guild Job Board (Members only) <http://www.elearningguild.com/>
 - e-LearningCareers.com (International positions) <http://www.elearningcareers.com/>
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ATTACHMENTS

Level I Request Form
Wage Analysis Summary

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 157-1902+R1112

Meeting Date: November 15-16, 2012

Institution: Helena College

CIP Code: 13.1299

Program Title: E- Learning Level 1

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:

The Board of Regents authorizes, in accordance with Montana University System policy 303.1, the creation of a Professional Certificate (12 credits) in E-Learning Level 1 at Helena College University of Montana.

Professional Certificate in E-Learning Level 1

Wage Analysis

(Based on Bureau of Labor Statistics Occupational Employment Statistics)

Wage analyses for e-learning certificate graduates were conducted at the earliest stages of the certificates development. Favorable wage data collected by the US Bureau of Labor Statistics was used to determine the viability of the E-Learning Certificate Level 1. The E-Learning Certificate Level 1 program will produce individuals that will fit into the US Bureau of Labor Statistics Education, Training and Library workers category (25-9099), as Instructional Coordinators (25-9031) and Training and Development Specialists (13.1151). These individuals develop instructional material, coordinate educational content, and incorporate current technology in specialized fields that provide guidelines to educators, instructors, and employee trainers for developing curricula and conducting courses and workforce development training.

In Montana, the mean annual wage for all individuals associated with Education, Training, and Library workers careers (25-9099), is \$41,040 with a median wage of (\$17.29) per hour. A moderate increase is expected as companies outsource training and development work to this industry. In the greater United States, the mean annual wage is \$41,040 with a median wage of (\$17.29). In Montana, the mean annual wage for all individuals associated with instructional coordinator (25-9031) careers is \$56,230 with a median wage of (\$21.82) per hour. According to the Bureau of Labor and Statistics a small increase is expected as more instructional coordinators are needed to improve teacher effectiveness. Individuals associated with training and development specialist careers (13-1151) are reported to have a median salary of \$45,970 corresponding to a median wage of (\$20.59). A moderate increase is expected for individuals associated with this occupation as companies outsource training and development work to this industry.

Nov. 15-16, 2012

ITEM 157-1904+R1112

E- Learning Certificate Level 2

Authorize to create a Professional Certificate in E-Learning Level at Helena College University of Montana

THAT

The Board of Regents authorizes, in accordance with Montana University System policy 303.1, the creation of a Professional Certificate (12 credits) in E-Learning Level 2 at Helena College University of Montana.

EXPLANATION

The expanding use of online instructional technologies in business, government, and education has led to increasing demand for instructional designers, developers, curricular support staff, and the improvement of instructional design skills used by K-12 and higher education instructors either supplementing onsite courses or teaching at a distance.

The Professional Certificate in E-Learning Level 2 was designed to build upon and further concepts and skills learned through the E-Learning Level 1 professional certificate.

If approved, the Professional Certificate in E-Learning Level 2 (12 credits) at Helena College University of Montana was designed to provide instructional support and training for Instructional designers, individuals who desire to enter the e-learning instructional and curricular design field, training managers or coordinators, human resource professionals, and professionals who have taken on a training role within their department. The benefits of the program include expanding the differences between traditional and online learning instruction in the areas of: planning and design; content development; student and employee engagement along with learning differences. The individual will also be engaged in the examination and analysis of how to manage the associated costs of deploying online instruction. Further benefits designed into the program provide training and instruction on various methodologies used to utilize different online delivery platforms focusing on both asynchronous and synchronous environments.

E-Learning Level 2 graduates have employment opportunities and advancement potential within educational and workforce employment organizations and will be able to apply the theories, principles, models, tools, and techniques associated with e-learning in diverse organizational and educational settings. The following links provide access to e-learning related jobs at the following websites:

- e-Learning Pulse Job Board - http://www.elearningpulse.com/?page_id=8
- The e-Learning Guild Job Board (Members only) <http://www.elearningguild.com/>
- e-LearningCareers.com (International positions) <http://www.elearningcareers.com/>

ATTACHMENTS

Level I Request Form

Professional Certificate in E-Learning Level 2 - Wage Analysis Summary

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 157-1904+R1112

Meeting Date: November 15-16, 2012

Institution: Helena College

CIP Code: 13.1299

Program Title: E- Learning Level 2

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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- 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

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Specify Request:

The Board of Regents authorizes, in accordance with Montana University System policy 303.1, the creation of a Professional Certificate (12 credits) in E-Learning Level 2 at Helena College University of Montana.

Professional Certificate in E-Learning Level 2

Wage Analysis

(Based on Bureau of Labor Statistics Occupational Employment Statistics)

Wage analyses for e-learning certificate graduates were conducted at the earliest stages of the certificates development. Favorable wage data collected by the US Bureau of Labor Statistics was used to determine the viability of the E-Learning Certificate Level 2. The E-Learning Certificate Level 2 program will produce individuals that will fit into the US Bureau of Labor Statistics Education, Training and Library workers category (25-9099), as Instructional Coordinators (25-9031) and Training and Development Specialists (13.1151). These individuals develop instructional material, coordinate educational content, and incorporate current technology in specialized fields that provide guidelines to educators, instructors, and employee trainers for developing curricula and conducting courses and workforce development training.

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