**DATE:** August 24, 2012

**TO:** Chief Academic Officers, Montana University System

**FROM:** Sylvia Moore, 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 May 2012 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 **August 29**. 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.

### **OCHE Approvals**

### **Montana State University-Bozeman:**

Business Administration Minor ITEM # 156-2014+R0912 | Request Form

### **Great Falls College Montana State University:**

- Veterinary Technician Associate of Applied Science ITEM # 156-2901+R0912 | Request Form
- Practical Nurse Associate of Applied Science ITEM # 156-2902+R0912 | Request Form
- Registered Nurse Associate of Applied Science ITEM # 156-2903+R0912 | Request Form

### **Terminations, Moratoriums, and Consolidations**

### **Flathead Valley Community College:**

Termination of Administrative Assistant Certificate of Applied Science ITEM # 157-301+R0912 |
 Request Form | Termination Checklist

### **Miles Community College:**

Notice of Intent to Terminate Medical Receptionist ITEM # 156-401+R0912 | Request Form

### **Montana State University-Bozeman:**

- Notice of Intent to Terminate Post-Master's Family Nurse Practitioner Certificate ITEM # 156-2015+R0912 | Request Form
- Notice of Intent to Terminate Master's of Nursing Advanced Practice ITEM # 156-2016+R0912 |
   Request Form

### **Campus Approval of Certificates**

# **Miles Community College:**

Medical Lab Technician ITEM # 156-402+R0912 | Request Form

# ITEM 156-2014+R0912 Online delivery of the Business Administration Minor

#### **THAT**

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to deliver the Business Administration Minor via online format

### **EXPLANATION**

The MSU-Bozeman Business Administration Minor currently attracts about 30 students per year mostly from resident MSU students majoring outside of business. To provide flexibility for our on-campus students, and to provide availability to online populations, we propose adding online sections of the business admin minor courses. Online sections of a number of the courses are already available and the build-out of the remainder of the coursework will allow a student to complete the minor entirely through online offerings.

The coursework required for the business administration Minor includes the following,

**BUS 201--Managerial Communication** 

ACTG 201--Principles of Fin Acct

ACTG 202--Principles of Managerial Accounting

BUS 301--Management and Organization

**BUS 341--Principles of Marketing** 

**BFIN 322--Business Finance** 

BUS 361--Introduction to Law

ECNS 202--Principles of Macroeconomics

ECNS 204IS--Microeconomics

STAT 216Q--Introduction to Statistics

The roll-out of the online sections of the online Business Administration Minor would occur over a three semester time period as shown below and would continue indefinitely into the future.

Summer 2012: STAT 216Q, BUS 301, BUS 341 (all existing online sections)

Fall 2012: BUS 201, ACTG 201, ECNS 202

Spring 2013: ACTG 202, BFIN 322, BUS 361, ECNS 204IS

### **ATTACHMENTS**

Level I Request Form

Item Number:	156-2014+R0912	Meeting Date:	September 19-20, 2012
Institution:	Montana State University	CIP Code:	52.0201
Program Title:	Business Administration Minor		
Commissioner' regular meetin Higher Education later than five Commissioner	g of the Board. The institution must file on by means of a memo to the Deputy Coweeks prior to the final posting date for twill review the proposal and respond to ek, allowing the proposing campus one weeks.	als will be convithe request with ommissioner for the next scheduthe proposing of the propo	reyed to the Board of Regents at the next th the Office of the Commissioner of or Academic and Student Affairs, by no uled meeting of the Board. The Deputy campus with any questions or concerns
X A. Level I	(place an X for <u>all</u> that apply):		
adherer other in on degr	proposals include campus initiatives typic nce to approved campus mission; and (constitutions within the Montana University ee programs or certificates, the process MUS academic planning web site.	the absence o System and Co	f significant programmatic impact on
1. R	e-titling existing majors, minors, options	s and certificat	es
	dding new minors or certificates where Proposals Form)	there is a majo	r ( <u>Submit with completed Curriculum</u>
	dding new minors or certificates where Curriculum Proposals Form)	there is an opt	ion in a major (Submit with completed
4. D	epartmental mergers and name change	s	
5. P	rogram revisions (Submit with complete	d Curriculum Pı	roposals Form)
<u>X</u> 6. D	istance or online delivery of previously	authorized deg	ree or certificate programs
<u>(</u>	lacement of program into moratorium ( document steps taken to notify students, nformation on checklist at time of termin	faculty, and ot	her constituents and include this
	ling Notice of Intent to Terminate/With No Program Termination Checklist at thi	_	majors, minors, options, and certificates
	erminate/withdraw existing majors, mir Program Termination Checklist and upda		

**LEVEL I REQUEST FORM** 

В.	Level	I with	Level 1	II (	documentation:
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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 (<u>Submit with completed Curriculum Proposals Form</u>);
  - 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** (<u>Submit with completed Curriculum Proposals Form</u>)

### 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 MSU-Bozeman Business Administration Minor currently attracts about 30 students per year mostly from resident MSU students majoring outside of business. To provide flexibility for our on-campus students, and to provide availability to online populations, we propose adding online sections of the business admin minor courses. Online sections of a number of the courses are already available and the build-out of the remainder of the coursework will allow a student to complete the minor entirely through online offerings.

# ITEM 156-2901+R0912 Veterinarian Technician Associate of Applied Science

#### **THAT**

Great Falls College Montana State University wishes to notify the Board of Regents of the delayed implementation of the Veterinary Technician Associate of Applied Science program.

# **EXPLANATION**

Due to program start-up funding challenges, the implementation of the Veterinary Technician Associate of Applied Science program will be delayed and the program will not be offered during the 2012-2013 academic year. GFC MSU is currently working with the Vet Tech advisory board to identify funding and will pursue a moratorium for the program should funding not be identified during the upcoming academic year. Should funding be identified, the program will commence fall 2013.

### **ATTACHMENTS**

Level I Form

**LEVEL I REQUEST FORM** 

Item Number: 156-2901+R0912	Meeting Date:	September 19-20, 2012
Institution: Great Falls College MSU	CIP Code:	51.0808
Program Title: Veterinary Technician Associate of A	Applied Science	e
Level I proposals are those that may be approved by Commissioner's designee. The approval of such prothe next regular meeting of the Board. The institution Commissioner of Higher Education by means of a misstudent Affairs, by no later than five weeks prior to meeting of the Board. The Deputy Commissioner work campus with any questions or concerns within one was respond before the Item is posted for the BOR scheen	posals will be on must file the emo to the Depthe the final postin ill review the pweek, allowing	conveyed to the Board of Regents at e request with the Office of the puty Commissioner for Academic and ag date for the next scheduled roposal and respond to the proposing the proposing campus one week to
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Level I proposals include campus initiatives to adherence to approved campus mission; and on other institutions within the Montana Uni actions on degree programs or certificates, the posts its intent on the MUS academic planning	l (c) the absend iversity System he process mus	ce of significant programmatic impact and Community Colleges. For Level I
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2. Adding new minors or certificates who Curriculum Proposals Form)	ere there is a m	najor (Submit with completed
3. Adding new minors or certificates who completed Curriculum Proposals Form		option in a major ( <u>Submit with</u>
4. Departmental mergers and name char	nges	
5. Program revisions (Submit with compl	eted Curriculur	n Proposals Form)
6. Distance or online delivery of previous	sly authorized	degree or certificate programs
7. Placement of program into moratorium document steps taken to notify stude		

8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and

information on checklist at time of termination if not reinstated)

certificates (No Program Termination Checklist at this time)

**LEVEL I REQUEST FORM** 

<ul> <li>—</li> <li>9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with</li> </ul>
completed Program Termination Checklist)
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.
Options within an existing major or degree ( <u>Submit with completed Curriculum Proposals</u> <u>Form</u> );
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 ( <u>Submit with completed Curriculum Proposals Form</u> )
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.

**LEVEL I REQUEST FORM** 

# **Specify Request:**

Due to program start-up funding challenges, Great Falls College MSU wishes to notify the Board of Regents of the delayed implementation of the Veterinary Technician Associate of Applied Science program. GFC MSU is currently working with the Vet Tech program advisory board to identify funding and will pursue a moratorium for the program should funding not be identified during the upcoming academic year. Should funding be identified, the program will commence fall 2013.

### ITEM 156-2902+R0912

Practical Nurse Associate of Applied Science

### **THAT**

Great Falls College Montana State University wishes to notify the Board of Regents of the postponement of the delivery of the Practical Nurse Associate of Applied Science until fall 2013.

### **EXPLANATION**

Due to challenges recruiting qualified nursing educators, (e.g., Nursing Program Director and two faculty positions) Great Falls College MSU will postpone the delivery of the Practical Nurse Associate of Applied Science program until fall 2013.

### **ATTACHMENTS**

Level I Form

Item Number	: 156-2902+R0912	Meeting Date:	September 19-20, 2012
Institution	Great Falls College MSU	CIP Code:	51.3901
Program Title	: Practical Nurse Associate of Applied S	Science	
Level I propose Commissione the next regu Commissione Student Affair meeting of the campus with a	rals are those that may be approved by the state of such proposed are meeting of the Board. The institution of Higher Education by means of a meres, by no later than five weeks prior to the Board. The Deputy Commissioner will any questions or concerns within one were the Item is posted for the BOR scheduler.	the Commissions of the Commission of the Commission of the Deptine final postine review the peek, allowing	conveyed to the Board of Regents at a request with the Office of the buty Commissioner for Academic and g date for the next scheduled roposal and respond to the proposing
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3. /	Adding new minors or certificates wher completed Curriculum Proposals Form)	e there is an	option in a major ( <u>Submit with</u>
4. [	Departmental mergers and name chang	es	
5. I	Program revisions (Submit with complet	ed Curriculur	n Proposals Form)
6. 1	Distance or online delivery of previously	y authorized	degree or certificate programs
7. 1	Placement of program into moratorium document steps taken to notify student information on checklist at time of term	s, faculty, and	d other constituents and include this
8. I	Filing Notice of Intent to Terminate/Witcertificates (No Program Termination C		
9. 1	Terminate/withdraw existing majors, m	inors, option	s, and certificates (Submit with

**LEVEL I REQUEST FORM** 

	completed Program Termination Checklist)
В.	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.
	Options within an existing major or degree ( <u>Submit with completed Curriculum Proposals Form</u> );
	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 ( <u>Submit with completed Curriculum Proposals Form</u> )
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 wishes to notify the Board of Regents of the postponement of the delivery of the Practical Nurse Associate of Applied Science (PN) until fall 2013. Due to challenges recruiting qualified nursing educators, [e.g., Nursing Program Director (one Program Director can serve both the Associate Degree in Nursing and PN programs) and one dedicated PN faculty position] Great Falls College MSU will postpone the delivery of the Practical Nurse Associate of Applied Science program until fall 2013.

### ITEM 156-2903+R0912

Registered Nurse Associate of Applied Science

### **THAT**

Great Falls College Montana State University wishes to notify the Board of Regents of the delayed implementation of the Registered Nurse Associate of Applied Science.

### **EXPLANATION**

Due to the challenges recruiting qualified nursing educators (e.g., Nursing Program Director and one faculty position) Great Falls College MSU will delay the implementation of the Registered Nurse Associate of Applied Science program until fall 2013.

### **ATTACHMENTS**

Level I Form

Item Number: 156-2903+R0912	Meeting Date: September 19-20, 2012
Institution: Great Falls College MSU	CIP Code: <b>51.1601</b>
Program Title: Registered Nurse Associate of Appli	ed Science
Level I proposals are those that may be approved by Commissioner's designee. The approval of such pro the next regular meeting of the Board. The institution Commissioner of Higher Education by means of a most Student Affairs, by no later than five weeks prior to meeting of the Board. The Deputy Commissioner work campus with any questions or concerns within one was respond before the Item is posted for the BOR scheduler.	posals will be conveyed to the Board of Regents at on must file the request with the Office of the emo to the Deputy Commissioner for Academic and the final posting date for the next scheduled ill review the proposal and respond to the proposing veek, allowing the proposing campus one week to
X A. Level I (place an X for <u>all</u> that apply):	
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3. Adding new minors or certificates who completed Curriculum Proposals Form	ere there is an option in a major ( <u>Submit with</u>
4. Departmental mergers and name char	nges
5. Program revisions (Submit with comple	eted Curriculum Proposals Form)
6. Distance or online delivery of previous	sly authorized degree or certificate programs
	m (No Program Termination Checklist at this time – nts, faculty, and other constituents and include this mination if not reinstated)
8. Filing Notice of Intent to Terminate/W certificates (No Program Termination	ithdraw existing majors, minors, options, and Checklist at this time)
9. Terminate/withdraw existing majors,	minors, options, and certificates (Submit with

**LEVEL I REQUEST FORM** 

completed Program Termination Checklist)	
B. Level I with Level II documentation:  With Level II documentation circulated to all campus chief academic officers in advance Deputy Commissioner or designee may propose additional items for inclusion in the Level process. For these items to move forward, the Deputy Commissioner or designee must consensus with the chief academic officers. When consensus is not achieved, the Deput Commissioner or designee will move the item to the Level II review process.	el I reach
<ol> <li>Options within an existing major or degree (<u>Submit with completed Curriculum Pages</u>);</li> </ol>	<u>roposals</u>
2. Eliminating organizational units within larger institutions such as departments, and colleges or schools with the exception of the Colleges of Technology where require Board action (Submit with completed Curriculum Proposals Form)	
3. Consolidating existing programs and/or degrees (Submit with completed Curricul Proposals Form)	<u>um</u>
C. Temporary Certificate or A.A.S. degree programs  Certificate or Associate of Applied Science Degree Programs may be submitted as Level proposals, with memo and backup documentation, when they are offered in cooperation and /or at the request of private or public sector partners and the decision point to offer program is not consistent with the regular Board of Regents program approval process. approval for programs under this provision will be limited to two years. Continuation of program beyond the two years will require the normal program approval process as Lev Proposals.  All other Level I Certificate or Associate Degree programs may be placed on submission Board of Regents meeting. They will be placed on action agendas at subsequent meetin campuses agree to insure that all other campuses receive program information well in a submission.	n with r the Level I a el II at any gs. All
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 rethe office of the commissioner of higher education and listed on the Montana Universit 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.	oorted to

# **Specify Request:**

Due to challenges recruiting qualified nursing educators [e.g., Nursing Program Director (one Program Director will serve both the Associate Degree in Nursing (ADN) and Practical Nursing programs) and one dedicated ADN faculty position], Great Falls College MSU wishes to notify the Board of Regents of the delayed implementation of the Registered Nurse Associate of Applied Science until fall 2013.

# ITEM 157-301+R0912 Administrative Assistant Certificate of Applied Science

### **THAT**

Flathead Valley Community is terminating the Administrative Assistant Certificate of Applied Science program.

### **EXPLANATION**

The Board was notified via the May 2012 Level I memorandum of the Intent to Terminate the Administrative Assistant Certificate of Applied Science program with item #156-303+R0512. FVCC has received no feedback from constituents expressing concern about the loss of this program; therefore, with OCHE approval, this program will be terminated.

### **ATTACHMENTS**

Level I Request Form

**Termination Checklist** 

Item Number:	157-301+R0912	Meeting Date:	September 19 – 20, 2012
Institution:	Flathead Valley Community College	CIP Code:	46.0503
Program Title:	Administrative Assistant Certificate of	Applied Science	e
Commissioner's regular meeting Higher Education later than five was Commissioner with the commissioner was a second commissioner with the commissioner was a second commissioner was a second commissioner with the commissioner was a second commissioner was a second commissioner was a second commissioner was a second commissioner with the commissioner was a second commissioner was a second commissioner with the commissioner was a second commissioner with the commissioner was a second commissioner was a second commissioner with the commissioner was a second commissioner with the commissioner was a second commissioner was a second commissioner with the commissioner was a second commissioner with the commissioner was a second commissioner was	g of the Board. The institution must file on by means of a memo to the Deputy Coveeks prior to the final posting date for will review the proposal and respond to k, allowing the proposing campus one w	als will be conv the request wit ommissioner fo the next schedu the proposing o	reyed to the Board of Regents at the next h the Office of the Commissioner of or Academic and Student Affairs, by no alled meeting of the Board. The Deputy campus with any questions or concerns
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	erminate/withdraw existing majors, mingrogram Termination Checklist)	nors, options, a	nd certificates (Submit with completed

**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 ( <u>Submit with completed Curriculum Proposals Form</u> );
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 ( <u>Submit with completed Curriculum Proposals</u>
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 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 n

ter suk	minated/withdrawn under the Level I change process. This two-meeting process begins with the institution mitting a Level I Request Form indicating Intent to Terminate. At a following regular meeting, the titution will submit a Level I Request Form accompanied by the completed Program Termination Checklist.
Pha	ase 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:
	There are currently no students enrolled in the program.
2.	Notify affected program faculty of impending layoff and timing based on reasonable program completion for existing students (both verbally and in writing).
	Comments:
	There are currently no program faculty.
3.	Meet with students to discuss program completion deadlines, course scheduling and options.
	Comments:
	There are currently no students enrolled in the program.
4.	Notify all internal curriculum committees and Faculty Senate of impending program closure.
	Comments:
	Complete
5.	Notify Faculty Union (where applicable).
	Comments:
	Complete
6.	Notify public advisory committee for program (where applicable).
	Comments:
	Complete

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

# **Montana University System**

**PROGRAM TERMINATION CHECKLIST** 

	ensure adequate public notice.
	Comments:
	Complete
Pha	ise II:
8.	Notify high school counselors, feeder colleges, and other constituents.
	Comments:
	Complete
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:
	Complete
10.	File Level I request for Program Termination and documented checklist with Office of Commissioner of Higher Education.
	Comments:
	Complete
11.	Level I Memo published to the Board of Regents and Montana University System.
	Comments:
	Complete

# ITEM 156-401-R0912 Intent to Terminate Medical Receptionist

### **THAT**

Miles Community College is filing notice of their intent to terminate the Certificate in Medical Receptionist.

### **EXPLANATION**

The final termination of the program will take place at the conclusion of the 2012/2013 academic year. At this time students are being notified that they must complete the program in one year if they choose this field of study.

### **ATTACHMENTS**

Level I Request Form

Item Number: 156-401+R0912	Meeting Date: September 19-20, 2012
Institution: Miles Community College	CIP Code: <b>510712</b>
Program Title: Medical Receptionist	
regular meeting of the Board. The institution must file Higher Education by means of a memo to the Deputy Clater than five weeks prior to the final posting date for Commissioner will review the proposal and respond to	sals will be conveyed to the Board of Regents at the next the request with the Office of the Commissioner of
A. Level I (place an X for <u>all</u> that apply):	
adherence to approved campus mission; and (or other institutions within the Montana University)	ically characterized by (a) minimal costs; (b) clear c) the absence of significant programmatic impact on cy System and Community Colleges. For Level I actions must begin when the proposing campus posts its intent
1. Re-titling existing majors, minors, option	ns and certificates
2. Adding new minors or certificates where Proposals Form)	e there is a major (Submit with completed Curriculum
3. Adding new minors or certificates where Curriculum Proposals Form)	e there is an option in a major (Submit with completed
4. Departmental mergers and name change	es
5. Program revisions (Submit with complete	ed Curriculum Proposals Form)
6. Distance or online delivery of previously	authorized degree or certificate programs
	(No Program Termination Checklist at this time – s, faculty, and other constituents and include this ination if not reinstated)
8. Filing Notice of Intent to Terminate/With X (No Program Termination Checklist at the	hdraw existing majors, minors, options, and certificates is time)
<ol><li>Terminate/withdraw existing majors, mi Program Termination Checklist)</li></ol>	inors, options, and certificates (Submit with completed

**LEVEL I REQUEST FORM** 

B. Level I with Level II documentation		В.	Level	I with	Level	II (	documentation
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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 (<u>Submit with completed Curriculum Proposals Form</u>);
  - 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** (<u>Submit with completed Curriculum Proposals Form</u>)

### 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 filing notice of their intent to terminate the Certificate in Medical Receptionist. The final termination of the program will take place at the conclusion of the 2012/2013 academic year. At this time students are being notified that they must complete the program in one year if they choose this field of study.

### ITEM 156-2015+R0912

# **Termination of Post-Master's Family Nurse Practitioner Certificate**

### **THAT**

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to terminate the Post-Master's Family Nurse Practitioner Certificate

### **EXPLANATION**

Montana State University-Bozeman requests authorization to terminate the Post-Master's Family Nurse Practitioner Certificate in conjunction with the approval of the Doctor of Nursing Practice.

# **ATTACHMENTS**

Level I Request Form Termination checklist

Item Number: 156-2015+R0912	Meeting Date: September 19-20, 2012
Institution: Montana State University	CIP Code: <b>51.3818</b>
Program Title: Post-Master's Family Nurse Practition	ner Certificate
regular meeting of the Board. The institution must file Higher Education by means of a memo to the Deputy C later than five weeks prior to the final posting date for	osals will be conveyed to the Board of Regents at the next the request with the Office of the Commissioner of Commissioner for Academic and Student Affairs, by no the next scheduled meeting of the Board. The Deputy of the proposing campus with any questions or concerns
A. Level I (place an X for <u>all</u> that apply):	
adherence to approved campus mission; and (continuous other institutions within the Montana University	ically characterized by (a) minimal costs; (b) clear c) the absence of significant programmatic impact on ty System and Community Colleges. For Level I actions must begin when the proposing campus posts its intent
1. Re-titling existing majors, minors, option	ns and certificates
2. Adding new minors or certificates where Proposals Form)	e there is a major (Submit with completed Curriculum
3. Adding new minors or certificates where <u>Curriculum Proposals Form)</u>	e there is an option in a major (Submit with completed
4. Departmental mergers and name change	es
5. Program revisions (Submit with complete	ed Curriculum Proposals Form)
6. Distance or online delivery of previously	authorized degree or certificate programs
• •	(No Program Termination Checklist at this time – s, faculty, and other constituents and include this ination if not reinstated)
8. Filing Notice of Intent to Terminate/With  X (No Program Termination Checklist at the	hdraw existing majors, minors, options, and certificates nis time)
9. Terminate/withdraw existing majors, min Program Termination Checklist and upda	inors, options, and certificates (Submit with completed ated catalog copy)

**LEVEL I REQUEST FORM** 

В.	Level	l 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** (<u>Submit with completed Curriculum Proposals Form</u>)

### 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:**

MSU-Bozeman has requested approval to establish a Doctor of Nursing Practice (DNP). With the approval of the DNP the nurse practitioner options at the master's level will be moved to the doctoral level and the Post-Master's Family Nurse Practitioner Certificate will be eliminated.

### ITEM 156-2016+R0912

# <u>Termination of Master's of Nursing – Advanced Practice (Family Nurse Practitioner and Family Psychiatric Mental Health Nurse Practitioner)</u>

#### THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to terminate the Master's of Nursing – Advanced Practice (Family Nurse Practitioner and Family Psychiatric Mental Health Nurse Practitioner)

### **EXPLANATION**

Montana State University-Bozeman requests authorization to terminate the Master's of Nursing – Advanced Practice (Family Nurse Practitioner and Family Psychiatric Mental Health Nurse Practitioner) in conjunction with the approval of the Doctor of Nursing Practice.

### **ATTACHMENTS**

Level I Request Form Termination checklist

Item Number:	156-2016+R0912	Meeting Date: September 19-20, 2012
Institution:	Montana State University	CIP Code: <b>51.3818</b>
Program Title:	Master's of Nursing – Advanced Practic Mental Health Nurse Practitioner)	ce (Family Nurse Practitioner and Family Psychiatric
Commissioner' regular meetin Higher Educati later than five Commissioner	s designee. The approval of such proposing of the Board. The institution must file on by means of a memo to the Deputy Coweeks prior to the final posting date for will review the proposal and respond to ek, allowing the proposing campus one weeks.	e Commissioner of Higher Education or the sals will be conveyed to the Board of Regents at the next the request with the Office of the Commissioner of commissioner for Academic and Student Affairs, by no the next scheduled meeting of the Board. The Deputy the proposing campus with any questions or concerns seek to respond before the Item is posted for the BOR
A. Level I	(place an X for <u>all</u> that apply):	
adherei other ir on degr	nce to approved campus mission; and (constitutions within the Montana University	cally characterized by (a) minimal costs; (b) clear ) the absence of significant programmatic impact on y System and Community Colleges. For Level I actions must begin when the proposing campus posts its intent
1. R	e-titling existing majors, minors, option	s and certificates
	dding new minors or certificates where Proposals Form)	there is a major (Submit with completed Curriculum
	dding new minors or certificates where Curriculum Proposals Form)	there is an option in a major (Submit with completed
4. D	epartmental mergers and name change	S
5. P	rogram revisions (Submit with complete	d Curriculum Proposals Form)
6. D	istance or online delivery of previously	authorized degree or certificate programs
<u>(</u>	. •	No Program Termination Checklist at this time – , faculty, and other constituents and include this nation if not reinstated)
	iling Notice of Intent to Terminate/With (No Program Termination Checklist at thi	draw existing majors, minors, options, and certificates s time)
	erminate/withdraw existing majors, min Program Termination Checklist and upda	nors, options, and certificates (Submit with completed ted catalog copy)

**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 (<u>Submit with completed Curriculum Proposals Form</u>);
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  - **3. Consolidating existing programs and/or degrees** (<u>Submit with completed Curriculum Proposals Form</u>)

### 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:**

MSU-Bozeman has requested approval to establish a Doctor of Nursing Practice (DNP). With the approval of the DNP the nurse practitioner options at the master's level will be moved to the doctoral level and the Master's of Nursing – Advanced Practice (Family Nurse Practitioner and Family Psychiatric Mental Health Nurse Practitioner) will be eliminated.

# ITEM 156-402+R0912 Medical Lab Technician

### **THAT**

Medical Lab Technician AAS program offered on the campus of Miles Community College.

#### **EXPLANATION**

The Medical Lab Technician AAS program is being offered on the campus of Miles Community College (MCC) in partnership with Bismarck State College (BSC). Fifty one of the 87 program credits will be completed through MCC. The students will be MCC students for the first year and then must apply and be accepted into the Bismarck State program to continue. The Bismarck State program credits will be received via Interactive Television, with lab and clinical credits completed in the Miles City area through adjunct instructors hired by BSC. Bismarck State College will confer the degree upon completion. However, MCC requests that the program be listed on their degree inventory to allow Montana residents to locate this field of study in their state. Currently, this is the only Medical Lab Technician degree program in the state of Montana.

#### **ATTACHMENTS**

Level I Request Form

Item Number: 156-402+R0912	Meeting Date:	September 19-20, 2012
Institution: Miles Community College	CIP Code:	51.1004
Program Title: Medical Lab Technician		
Level I proposals are those that may be approved by the Commissioner's designee. The approval of such proposegular meeting of the Board. The institution must file Higher Education by means of a memo to the Deputy Clater than five weeks prior to the final posting date for Commissioner will review the proposal and respond to within one week, allowing the proposing campus one vischeduled meeting.	sals will be conve the request with Commissioner for the next schedul the proposing ca	eyed to the Board of Regents at the next the Office of the Commissioner of Academic and Student Affairs, by no ed meeting of the Board. The Deputy Impus with any questions or concerns
A. Level I (place an X for <u>all</u> that apply):		
Level I proposals include campus initiatives typi adherence to approved campus mission; and (o other institutions within the Montana Universit on degree programs or certificates, the process on the MUS academic planning web site.	c) the absence of cy System and Cor	significant programmatic impact on mmunity Colleges. For Level I actions
1. Re-titling existing majors, minors, option	ns and certificates	s
2. Adding new minors or certificates where Proposals Form)	e there is a major	(Submit with completed Curriculum
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5. Program revisions (Submit with complete	ed Curriculum Pro	pposals Form)
6. Distance or online delivery of previously	authorized degre	ee or certificate programs
7. Placement of program into moratorium document steps taken to notify students information on checklist at time of term	s, faculty, and oth	er constituents and include this
8. Filing Notice of Intent to Terminate/With (No Program Termination Checklist at the	•	ajors, minors, options, and certificates
9. Terminate/withdraw existing majors, mi Program Termination Checklist)	inors, options, an	d certificates (Submit with completed

**LEVEL I REQUEST FORM** 

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**LEVEL I REQUEST FORM** 

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