

NOTIFICATION AND LEVEL I APPROVAL MEMORANDUM

DATE: March 16, 2016

TO: Chief Academic Officers, Montana University System

FROM: John Cech, Deputy Commissioner for Academic and Student Affairs

RE: Special March 2016 Level I Approvals

This memorandum is intended to inform you of the Notifications and Level I changes in academic programs that have been approved on an MUS campus or in the Office of the Commissioner of Higher Education since the March 2016 meeting of the Board of Regents. Any comments regarding items below must be received by the Office of the Commissioner of Higher Education no later than March 23, 2016.

1. Level I Items

A. Level I Items-Other

Flathead Valley Community College:

- Request for authorization to establish a Certificate of Applied Science in Practical Nursing [Item #170-300+S0316 | Academic Proposal Request Form](#)

Montana State University Billings:

- Request for authorization to establish a Certificate of Applied Science in Practical Nursing [Item #170-2710+S0316 | Academic Proposal Request Form](#)

Great Falls College Montana State University:

- Request for authorization to establish a Certificate of Applied Science in Practical Nursing [Item #170-2901+S0316 | Academic Proposal Request Form](#) | [Curriculum Proposal Form](#)

Helena College University of Montana:

- Request for authorization to establish a Certificate of Applied Science in Practical Nursing [Item #170-1901+S0316 | Academic Proposal Request Form](#)

March, 2016

ITEM 170-300+S0316

Request for authorization to establish a Certificate of Applied Science in Practical Nursing

THAT

The Montana Board of Regents approves the establishment of a 43-credit Certificate of Applied Science in Practical Nursing at Flathead Valley Community College.

EXPLANATION

This program was designed in conjunction with the HealthCARE Montana grant, which was charged with streamlining nursing curricula across the state. Towards that end, this program will establish a one-year, stand-alone Licensed Practical Nursing program in conjunction with the other schools participating in the grant.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: **170-300+S0316**

Meeting Date: **March 2016**

Institution: **Flathead Valley Community College**

CIP Code: **51.3901**

Program Title: **Practical Nursing CAS**

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic Affairs Handbook](#).

 A. Notifications:

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

 1a. Placing a program into moratorium (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

 1b. Withdrawing a program from moratorium

 2. Intent to terminate an existing major, minor, option or certificate – Step 1 (Phase I Program Termination Checklist)

 3. Campus Certificates- Adding, re-titling, terminating or revising a campus certificate of 29 credits or less

 4. BAS/AA/AS Area of Study

 B. Level I:

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

 1. Re-titling an existing major, minor, option or certificate

 2. Adding a new minor or certificate where there is a major or an option in a major (Curriculum Proposal Form)

 3. Revising a program (Curriculum Proposal Form)

 4. Distance or online delivery of an existing degree or certificate program

 5. Terminating an existing major, minor, option or certificate – Step 2 (Completed Program Termination Checklist)

 X Temporary Certificate or AAS Degree Program

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

C. Level I with Level II Documentation:

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

- 1. Consolidating existing programs and/or degrees** (Curriculum Proposal Form)

D. Level II:

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

- 1. Re-titling a degree (ex. From B.A. to B.F.A)**

- 2. Adding a new minor or certificate where there is no major or option in a major** (Curriculum Proposal Form)

- 3. Establishing a new degree or adding a major or option to an existing degree** (Curriculum Proposal Form)

- 4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating)

- 5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

Specify Request:

FVCC requests permission to offer a Practical Nursing AAS degree in conjunction with HealthCARE Montana.

March, 2016

ITEM 170-2710+S0316

Request for Authorization to Establish a Certificate of Applied Science in Practical Nursing

THAT

The Commissioner of Higher Education authorizes Montana State University Billings to offer the Certificate of Applied Science in Practical Nursing program under Board of Regents provisions for a Temporary Approval of a Certificate of Applied Science.

EXPLANATION

Currently Montana State University Billings offers an Associate of Applied Science in Practical Nursing degree program. That program is being placed in moratorium to make way for the current proposed Certificate of Applied Science in Practical Nursing as a stand-alone hybrid program within the HealthCARE Montana grant program.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: 170-2710+S0316

Meeting Date: March 2016

Institution: Montana State University Billings

CIP Code: 59.3901

Program Title: Certificate of Applied Science in Practical Nursing

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 4. Distance or online delivery of an existing degree or certificate program

 5. Terminating an existing major, minor, option or certificate – Step 2 (Completed Program Termination Checklist)

 X Temporary Certificate or AAS Degree Program

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

C. Level I with Level II Documentation:

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- 1. Consolidating existing programs and/or degrees** (Curriculum Proposal Form)

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- 4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating)

- 5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

Specify Request:

Currently Montana State University Billings offers an Associate of Applied Science in Practical Nursing degree program. That program is being placed in moratorium to make way for the current proposed Certificate of Applied Science in Practical Nursing as a stand-alone hybrid program within the HealthCARE Montana grant program.

March, 2016

ITEM 170-2901+S0316

Request for Authorization to Offer the Practical Nursing Certificate of Applied Science

THAT

Great Falls College Montana State University requests approval from the Office of Higher Education to offer the state approved Practical Nurse Certificate of Applied Science Degree.

EXPLANATION

GFC MSU is requesting temporary approval to offer the state approved Practical Nurse curriculum beginning with new pre-requisites in Fall 2016 and modified nursing courses in Spring 2017.

ATTACHMENTS

Academic Proposal Request Form
Curriculum Proposal Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: 170-2901+S0316

Meeting Date: March 2016

Institution: Great Falls College MSU

CIP Code: 51.3901

Program Title: Practical Nurse Certificate Of Applied Science

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic Affairs Handbook](#).

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 1a. Placing a program into moratorium (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

 1b. Withdrawing a program from moratorium

 2. Intent to terminate an existing major, minor, option or certificate – Step 1 (Phase I Program Termination Checklist)

 3. Campus Certificates- Adding, re-titling, terminating or revising a campus certificate of 29 credits or less

 4. BAS/AA/AS Area of Study

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 4. Distance or online delivery of an existing degree or certificate program

 5. Terminating an existing major, minor, option or certificate – Step 2 (Completed Program Termination Checklist)

 X **Temporary Certificate or AAS Degree Program**

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

C. Level I with Level II Documentation:

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- 1. Consolidating existing programs and/or degrees** (Curriculum Proposal Form)

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- 4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating)

- 5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

Specify Request:

GFC MSU is requesting approval to offer the proposed, state approved Practical Nurse curriculum beginning with new pre-requisites Fall 2016 and modified nursing courses Spring 2017.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

1. Overview

The Practical Nursing state approved curriculum is changing. The credential is changing from an AAS to a CAS. The total program credits are being reduced from 52 to 42. The program is changing from 2 semesters of prerequisites with 2 semesters of nursing courses (4 semesters) to 1 semester of prerequisites with 2 semesters of nursing courses (3 semesters). The changes are being spurred from Montana's participation in the HealthCARE Montana grant, a Department of Labor grant.

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

The state approved Practical Nursing program is a 3-semester program that will award the completer a Certificate of Applied Science (CAS) and prepare the graduate to sit for the PN-NCLEX to become licensed as a PN in Montana. The prerequisites for the proposed PN program can be completed in one semester. After successfully completing the pre-requisites, students may apply to the PN program which will then be two semesters of nursing courses.

3. Need

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

Healthcare employers want LPNs to be trained and work as LPNs rather than continuing on with further schooling for the ASN-RN credential. The employers state they need more LPNs in the workforce.

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

With the help of academic advising, students will be able to decide early on whether they choose to pursue an LPN or RN. LPNs will be able to get into the workplace sooner.

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

Benefis Health Systems in Great Falls has stated they have an ongoing and growing need for LPNs. The feasibility study that supported the HealthCARE Montana proposal also points to the statewide and national nursing shortage. The projections for nursing shortages are well documented.

4. Institutional and System Fit

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

The College currently offers the PN program that is the first two semesters of the ASN program in the LPN to RN model. However, the students who enter that PN program are actually trying to become RNs rather than stop out and work at the LPN level.

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

The credential is changing from an AAS to a CAS. The total program credits are being reduced from 52 to 42. The program is changing from two semesters of prerequisites with two semesters of nursing courses (four semesters) to one semester of prerequisites with two semesters of nursing courses (three semesters). Three

Montana Board of Regents
CURRICULUM PROPOSAL FORM

new courses are being added to the PN curriculum: NRS 136 Nursing Pharmacology Lab; NRS 152 Gerontology and Community Nursing; and, NRS 153 Gerontology and Community Nursing Clinical. The program will also offer a distance delivery option which will enable the rural and frontier communities to train LPNs within their community. Students will be able to complete nursing prerequisites, courses, labs and clinical without having to relocate and/or travel great distances.

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

N/A

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

The strategic goals that emphasize workforce development and meeting the needs of our community partners will be advanced by adding the proposed program.

E. Describe the relationship between the proposed program and any similar programs within the Montana University System. In cases of substantial duplication, explain the need for the proposed program at an additional institution. Describe any efforts that were made to collaborate with these similar programs; and if no efforts were made, explain why. If articulation or transfer agreements have been developed for the substantially duplicated programs, please include the agreement(s) as part of the documentation.

The proposed Practical Nurse CAS program will be offered at only four MUS locations: Great Falls College, Helena College, City College, and Flathead Valley Community College.

5. Program Details

A. Provide a detailed description of the proposed curriculum. Where possible, present the information in the form intended to appear in the catalog or other publications. NOTE: In the case of two-year degree programs and certificates of applied science, the curriculum should include enough detail to determine if the characteristics set out in Regents' Policy 301.12 have been met.

See attachment #1-catalog page.

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

The prerequisites will be offered beginning in Fall 2016. Applications for admissions will be submitted during the fall 2016 semester. Up to 30 students will be admitted for Spring 2017 into the practical nurse courses with the first cohort graduating at the end of Summer 2017.

6. Resources

A. Will additional faculty resources be required to implement this program? If yes, please describe the need and indicate the plan for meeting this need.

The faculty currently teaching the Practical Nurse courses will now teach the proposed nursing courses.

B. Are other, additional resources required to ensure the success of the proposed program? If yes, please describe the need and indicate the plan for meeting this need.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

The math prerequisite (M120) for the proposed PN program will need to be added to the campus and developed. Math faculty are already working on this with plans to offer beginning in Fall 2016.

7. Assessment

How will the success of the program be measured?

Graduation and NCLEX pass rates.

8. Process Leading to Submission

Describe the process of developing and approving the proposed program. Indicate, where appropriate, involvement by faculty, students, community members, potential employers, accrediting agencies, etc.

The curriculum changes were collaboratively developed and approved by the Directors of Nursing and nursing faculty across the state of Montana. The Nursing Curriculum Committee met regularly for approximately a year to develop the proposed curriculum. Course descriptions and common course outcomes were developed and approved by the nursing directors. The Board of Nursing provided input and secured a consultant to inform the process. Practice partners contributed to the conversations as well.

March, 2016

ITEM 170-1901+S0316

Request for authorization to establish a Certificate in Practical Nursing

THAT

Helena College University of Montana requests authorization from the Montana Board of Regents of Higher Education to establish a Certificate in Practical Nursing.

EXPLANATION

The Practical Nursing program is changing from the current four (4) semester, fifty-one (51) credit Associate of Applied Science Degree, to a three (3) semester, forty-two (42) credit Certificate Program. The PN program will be delivered as a distance learning model, at City College Montana State University, Flathead Valley Community College, Great Falls College Montana State University, and Helena College University of Montana. The distance delivery model will be different on each of these four campuses. The greatest change to the curriculum was revision of the required prerequisite courses to align with the LPN scope of practice. Anatomy & Physiology is now a four (4) credit BIOH 104/105 and math is now M 120 Mathematics with Healthcare Applications, which is specific to the responsibilities of the LPN. Community nursing was added to Gerontology in order to be current in meeting the changing need in LPN employment. Helena College will be placing the PN AAS degree into moratorium at a later date.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: **170-1901+S0316**

Meeting Date: **March 2016**

Institution: **Helena College University of Montana**

CIP Code: **513901**

Program Title: **Practical Nursing Certificate**

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