

## LEVEL I APPROVAL MEMORANDUM

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Compiled here is the Level I memorandum containing items approved since the March 2018 Board of Regents Meeting. This memorandum from February, March, and April contains items for which approval authority has been designated by the Board of Regents to the individual institutions or the Commissioner of Higher Education. The items before you have been approved and are now being shared with you for your notification.

- [February 2018 Level I Memorandum](#)
- [March 2018 Level I Memorandum](#)
- [April 2018 Level I Memorandum](#)

## LEVEL I APPROVAL MEMORANDUM

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**DATE:** March 6, 2018

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

**FROM:** John Cech, Deputy Commissioner for Academic, Research, & Student Affairs

**RE:** February 2018 Level I Approvals

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Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in February 2018. These proposals include items for which approval authority has been designated by the Board of Regents to the individual institutions or the Commissioner of Higher Education. These Level I items are being sent to you for your review. If you have concerns about a particular proposal, you should share those concerns with your colleagues at that institution and try to come to some understanding. If you cannot resolve your concerns, raise them at the Level I Chief Academic Officer's conference call on March 20. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, March 23. You will be notified of approved proposals by March 26. The Board of Regents will be notified of the approved proposals at the May meeting of the Board.

### 1. Campus Approvals

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

- Notification of the establishment of a Montana School Superintendent Certificate Proposal  
[Item #178-2010-LI0218 | Academic Proposal Request Form](#)

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

- Notification of placement of the C.T.S. Phlebotomy/Pre-Medical Assistant into moratorium  
[Item #178-2901-LI0218 | Academic Proposal Request Form | Program Termination Form](#)

#### **The University of Montana Missoula:**

- Notification of the establishment of a Water-Energy-Food Nexus graduate Certificate  
[Item #178-1001-LI0218 | Academic Proposal Request Form](#)
- Notification of the establishment of a Certificate in Water Science and Society  
[Item #178-1007-LI0218 | Academic Proposal Request Form](#)
- Notification of the establishment of a Northern Rockies Outdoor Leadership Certificate  
[Item #178-1008-LI0218 | Academic Proposal Request Form](#)
- Notification of the establishment of a Native American Studies Certificate  
[Item #178-1009-LI0218 | Academic Proposal Request Form](#)
- Notification of the establishment of a Public Administration Certificate  
[Item #178-1010-LI0218 | Academic Proposal Request Form](#)
- Notification of the establishment of a Health Sciences Leadership Certificate  
[Item #178-1011-LI0218 | Academic Proposal Request Form](#)

### 2. OCHE Approvals

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

- Request for authorization to retitle the A.A.S. in Computer Information Technology (CIT) – Network Support to A.A.S. in Computer Information Technology (CIT) – Network Support and Security  
[Item #178-2902-LI0218](#) | [Academic Proposal Request Form](#)

#### **Montana State University Northern:**

- Request for authorization to offer Plumber/Pipefitter A.A.S.  
[Item #178-2820-LI0218](#) | [Academic Proposal Request Form](#) | [Attachment 1](#) | [Attachment 2](#)

#### **The University of Montana Missoula:**

- Request for authorization to retitle the Community Health & Prevention Sciences option in the Health and Human Performance B.S. to Public and Community Health  
[Item #178-1002-LI0218](#) | [Academic Proposal Request Form](#)
- Request for authorization to retitle the Public Administration option in the Political Science B.A. to Public Administration and Public Policy  
[Item #178-1003-LI0218](#) | [Academic Proposal Request Form](#)
- Request for authorization to retitle the Teaching Middle School Mathematics M.A. to Teaching School Mathematics  
[Item #178-1004-LI0218](#) | [Academic Proposal Request Form](#)
- Request for authorization to terminate the Administrative Systems Management minor  
[Item #178-1005-LI0218](#) | [Academic Proposal Request Form](#) | [Program Termination/Moratorium Form](#)
- Request for authorization to terminate the Forest Operations and Forest Resources Management options in the Forestry B.S.  
[Item #178-1006-LI0218](#) | [Academic Proposal Request Form](#) | [Program Termination/Moratorium Form](#)
- Request for authorization to retitle the Forensic Anthropology option in the Anthropology M.A. to Forensic and Biological Anthropology  
[Item #178-1012-LI0218](#) | [Academic Proposal Request Form](#)

February 2018

**ITEM 178-2010-LI0218**

Notification of the establishment of a Montana School Superintendent Certificate Proposal

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**THAT**

The MSU Department of Education, Education Leadership proposes to establish a Montana School Superintendents Graduate Certificate. The Department of Education, Education Leadership Program has been providing coursework to license MT Superintendents for over 40 years. Our notification enacts a 15-credit certificate program to acknowledge superintendents' successful completion of the 12 credits of coursework and three credit field experience required for licensure. All courses proposed in the MT School Superintendent Certificate program are currently offered every summer through a blended format that takes advantage of online learning and a two-week intensive cohort experience on the MSU campus in June. There will be no change in the four courses (EDLD 620, EDLD 645, EDLD 650, and EDLD 655) that are already offered for superintendent licensure.

This intensive summer program provides an important option and creates additional access to practicing school leaders who typically work 50-60 hours/week and may not have the time to complete coursework during the MSU academic year.

**EXPLANATION**

The MT Superintendent Certification provides required content knowledge and clinical practice experiences for school leaders at the district superintendent level. Coursework is prescribed in the school accreditation standards of the Administrative Rules of Montana (ARM). Specifically, ARM 10.57.414 delineates the requirements for educator licensing of superintendent candidates. MSU's Education Leadership Program has been one of two Educator Preparation Providers in the state of Montana to offer Superintendent Licensure coursework for several decades. Providing the necessary content knowledge and training for superintendent candidates to enable them to ethically and effectively lead K-12 schools in Montana is consistent with MSU's Land Grant Mission. Typically, the MSU Education Leadership Program has 15-20 superintendent candidates complete coursework and field experiences to gain licensure each year. Acknowledging students' program completion through a formal certificate honors their efforts.

Secondly, codifying completion of this coursework as a certificate is to aid in MSU's Education Leadership's accreditation requirement to collect data on and track the success of program completers. During MSU's Teacher Education Program's CAEP accreditation process that culminated in 2016, external reviewers suggested that we formalize our Superintendent Program by offering a certificate of completion that would acknowledge actual program completion, and that could also be used to help us better track completers for the purpose of program improvement and future accreditation reviews.

Third, codifying completion of this coursework as a certificate is to provide superintendent licensure students with a credential signifying successful completion, that although not required for licensure in Montana at present, is required in many states in the region. The proposed MT School Superintendent Certificate will create employment opportunities for our students across the Mountain West region. Those opportunities will not be possible without a formal certificate delineating completion of our Superintendent Program.

**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-2010-LI0218 Submission Month or Meeting: February, 2018

Institution: MSU Bozeman CIP Code: 13.0411

Program/Center/Institute Title: Montana School Superintendent Certificate

Includes (please specify below): Online Offering \_\_\_\_\_ Options Blended

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

\_\_\_\_\_ 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)

\_\_\_\_\_ 1b. **Withdrawing a postsecondary educational program from moratorium**

x \_\_\_\_\_ 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**

\_\_\_\_\_ 3. **Establishing a B.A.S./A.A./A.S. area of study**

\_\_\_\_\_ 4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ 5. **Re-titling an existing postsecondary educational program**

\_\_\_\_\_ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)

\_\_\_\_\_ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)

\_\_\_\_\_ 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary [360 words maximum]**

**What – The Montana School Superintendent Certificate** is a graduate certificate program for post-master’s students who complete the academic coursework required for Montana School Superintendent licensure. The required coursework comprises a total of 15 graduate credits including EDLD 620 The Superintendent, EDLD 645 Personnel Management and MT Collective Bargaining, EDLD 650 MT Finance and Facilities, and EDLD 655 MT Legal and Policy Studies. A three -credit field experience at the superintendent level is also required (EDLD 574).

**Why** – MSU has educated students for superintendent licensure for at least four decades. We seek to codify what we have historically been doing through a certificate of completion that recognizes the coursework, experiences and effort that students complete to gain licensure as a school superintendent. Although Montana does not require a formal degree or certificate for superintendent licensure, other states require students to “prove program completion” via a degree or formal certificate. It is our intent to provide MSU students with a formal certificate that honors their effort and program completion in order to broaden their employment opportunities in Montana and across the region.

**Resources** – No New Resources will be needed for this certificate program. Montana State University has provided students with coursework and experiences for superintendent licensure for at least four decades. The coursework for the proposed certificate is the same coursework that is offered every summer through a blended format to 15-20 Montana school leaders seeking to upgrade their principal licensure to gain superintendent endorsement and licensure.

**Relationship to similar MUS programs** – University of Montana also has a certificate program for School Superintendents. The UM program is typically offered during the fall and spring semesters through online coursework. The MSU proposal would allow students another option to take the coursework through an intensive summer program through a blended format that begins with online coursework and ends with a two-week face to face experience on the MSU campus during the last two weeks in June. This option is very advantageous for current school leaders (mostly principals) who are already working 50-60 hours/week. Completing 12 credits of coursework in an intensive 6-week format serves busy school administrators well.

February 2018

ITEM 178-2901-LI0218

**Notification of placement of the C.T.S. Phlebotomy/Pre-Medical Assistant into moratorium**

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**THAT**

Great Falls College MSU notifies the Montana Board of Regents of its intent to place the certificate of technical studies in Phlebotomy/Pre-Medical Assistant into moratorium.

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**EXPLANATION**

Great Falls College MSU intends to place the C.T.S. in Phlebotomy/Pre-Medical Assistant into moratorium due to low enrollment in the program. GFC MSU will continue to offer the Phlebotomy course.

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**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-2901-LI0218 Submission Month or Meeting: February 2018

Institution: Great Falls College MSU CIP Code: 51.1009

Program/Center/Institute Title: C.T.S. in Phlebotomy/Pre-Medical Assistant

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

- x **1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **1b. Withdrawing a postsecondary educational program from moratorium**
- \_\_\_\_\_ **2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- \_\_\_\_\_ **3. Establishing a B.A.S./A.A./A.S. area of study**
- \_\_\_\_\_ **4. Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ **8. Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ **9. Revising a postsecondary educational program** (Curriculum Proposal Form)
- \_\_\_\_\_ **10. Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*



**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary** [360 words maximum]

**What:** Great Falls College MSU is notifying the Montana Board of Regents of its intent to place the certificate of technical studies in Phlebotomy/Pre-Medical Assistant into moratorium.

**Why:** Great Falls College MSU wishes to place the C.T.S. in Phlebotomy/Pre-Medical Assistant into moratorium due to low enrollment in the program. GFC MSU will continue to offer the Phlebotomy course.

**Resources** N/A

**Relationship to similar MUS programs** N/A

**Montana University System**  
**PROGRAM TERMINATION/MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **C.T.S. in Phlebotomy/Pre-Medical Assistant**

Program is being  X  Placed into moratorium   Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:   N:  X

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:   N:

b.) What is the expected graduation date of all students from the program?

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:   N:

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:   N:  X

a.) Have the faculty affected by the program termination/moratorium been notified? Y:   N:

b.) Please describe any layoffs that will occur including the date expected?

**Montana University System**  
**PROGRAM TERMINATION/MORATORIUM FORM**

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

a.) Internal Curriculum Committees                        X    

b.) Faculty Senate        X    

c.) Program Public Advisory Committee                X    

d.) Articulation Partners                                             

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)    Y:           N:   X

February 2018

ITEM 178-1001-LI0218

**Notification of the establishment of a Water-Energy-Food Nexxus graduate certificate**

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**THAT**

University of Montana-Missoula is notifying the Montana Board of Regents of its intent to establish a 13-credit Water-Energy-Food Nexxus graduate certificate.

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**EXPLANATION**

This graduate certificate is part of the UM BRIDGES program and focuses on the nexus of water, energy, and food systems. UM BRIDGES trains graduate students in STEM disciplines to conduct cutting-edge research on complex food, energy, and water problems and prepares these students to succeed in a range of science and science-related jobs through an innovative, interdisciplinary program.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-1001-LI0218 Submission Month or Meeting: February 2018

Institution: University of Montana-Missoula CIP Code: 3.9999

Program/Center/Institute Title: Water-Energy-Food Nexus graduate certificate

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

\_\_\_\_\_ 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)

\_\_\_\_\_ 1b. **Withdrawing a postsecondary educational program from moratorium**

x \_\_\_\_\_ 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**

\_\_\_\_\_ 3. **Establishing a B.A.S./A.A./A.S. area of study**

\_\_\_\_\_ 4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ 5. **Re-titling an existing postsecondary educational program**

\_\_\_\_\_ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)

\_\_\_\_\_ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)

\_\_\_\_\_ 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary [360 words maximum]**

**What**

This 13-credit graduate certificate is part of the UM BRIDGES program and focuses on the nexus of water, energy, and food systems. UM BRIDGES trains graduate students in STEM disciplines to conduct cutting-edge research on complex food, energy, and water problems and prepares these students to succeed in a range of science and science-related jobs through an innovative, interdisciplinary program. It will be jointly housed in the W.A. Franke College of Forestry and Conservation and the Department of Geosciences in the College of Humanities & Sciences.

**Why**

The proposed certificate will:

- enable graduate students from a range of disciplines to gain expertise related to the water-energy-food nexus
- provide relevant skills-based training opportunities in computational, numeracy, and communication skills
- train students to be innovative, interdisciplinary thinkers prepared for a range of career paths
- synergize faculty expertise and course content from different units on campus
- cement UM as a leader in water-energy-food graduate education
- help recruit graduate students interested in the water-energy-food nexus to UM

**Resources**

No new resources are required or requested. This certificate is supported by a National Science Foundation National Research Traineeship award to the UM BRIDGES program.

**Relationship to similar MUS programs**

Although there are programs within the MUS with strengths in food, energy, or water, there are no MUS programs focused on the nexus of water, energy, and food systems.

February 2018

ITEM 178-1007-LI0218

**Notification of the establishment of a certificate in Water Science and Society**

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**THAT**

The University of Montana-Missoula is notifying the Montana Board of Regents of its intent to establish a 15-credit undergraduate certificate in Water Science and Society.

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**EXPLANATION**

The Water Science and Society Certificate provides students from a range of majors with foundational knowledge in water science and policy. Students take courses in the biological, physical, and policy sciences, and courses focused on skills relevant to understanding and managing water.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-1007-LI0218 Submission Month or Meeting: February 2018

Institution: University of Montana-Missoula CIP Code: 3.9999

Program/Center/Institute Title: Water, Science and Society undergraduate certificate

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 1b. **Withdrawing a postsecondary educational program from moratorium**
- X \_\_\_\_\_ 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- \_\_\_\_\_ 3. **Establishing a B.A.S./A.A./A.S. area of study**
- \_\_\_\_\_ 4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ 5. **Re-titling an existing postsecondary educational program**
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**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

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4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary** [360 words maximum]

**What**

The Water Science and Society Certificate provides students from a range of majors with foundational knowledge in water science and policy. Students take courses in the biological, physical, and policy sciences, and courses focused on skills relevant to understanding and managing water. The certificate culminates in a capstone experience that enables students to apply conceptual water knowledge to a project.

**Why**

The certificate will provide a pathway for students to package existing UM courses into a credential on water and water-relevant skills. It will demonstrate to prospective students the breadth and depth of water expertise at UM, so that it's clear the multiple options they have to study water here.

**Resources**

No new resources are required or requested. This certificate builds on existing courses.

**Relationship to similar MUS programs**

There are no MUS certificates specifically focused on water science and society. There is a water resources minor at MSU, but it is not interdisciplinary or focused on skills like the proposed water science and society certificate.

February 2018

**ITEM 178-1008-LI0218**

**Notification of the establishment of a Northern Rockies Outdoor Leadership certificate**

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**THAT**

The University of Montana-Missoula is notifying the Montana Board of Regents of its intent to establish a 15-credit undergraduate Northern Rockies Outdoor Leadership certificate.

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**EXPLANATION**

This undergraduate certificate program will teach leadership skills through experiential learning in Montana's outdoor and wilderness settings. Through collaboration with the Parks, Tourism, and Recreation Management program, the Department of Health and Human Performance, Campus Recreation, and the Wilderness Institute, this multidisciplinary certificate program will utilize the diverse strengths across campus to create future leaders while showcasing the vibrant setting in which the University of Montana calls home.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-1008-LI0218 Submission Month or Meeting: February 2018

Institution: University of Montana-Missoula CIP Code: 31.0101

Program/Center/Institute Title: Northern Rockies Outdoor Leadership Certificate

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

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2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
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4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary** [360 words maximum]

**What**

This undergraduate certificate program will teach leadership skills through experiential learning in Montana's outdoor and wilderness settings. Through collaboration with the Parks, Tourism, and Recreation Management program, the Department of Health and Human Performance, Campus Recreation, and the Wilderness Institute, this multidisciplinary certificate program will utilize the diverse strengths across campus to create future leaders while showcasing the vibrant setting in which the University of Montana calls home.

**Why**

We believe the Northern Rockies Outdoor Leadership Certificate addresses a need among our students for leadership skills in an outdoor setting. In a brief survey to approximately fifty undergraduate students from the Franke College of Forestry and Conservation, the Department of Health and Human Performance, and the Wilderness and Civilization program, 92% indicated some interest in the certificate program and 65% expressed that they are very interested in the certificate program. When students were asked to what extent there is a need for a certificate focused on leadership training, 67% indicated that is very much a need for the program. In addition, 93% of students recognized that leadership skills are critical for success in their future careers.

**Resources**

No resources are required for the certificate program outside of the administrative support that already exists in the Franke College of Forestry and Conservation.

**Relationship to similar MUS programs**

MSU Billings offers an Outdoor Leadership Bachelor of Science. This certificate is different in that it is a complement to any major or degree program. This certificate focuses on teaching leadership skills that can be applied to a variety of professional and academic contexts, not just the outdoors.

February 2018

ITEM 178-1009-LI0218

**Notification of the establishment of a Native American Studies certificate**

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**THAT**

The University of Montana is notifying the Montana Board of Regents of its intent to establish a 12-credit certificate in Native American Studies.

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**EXPLANATION**

A certification in Native American Studies in the state of Montana represents an essential sphere of study. Many tribes in the state of Montana employ non-Native people who have very little knowledge or exposure to working with Native Americans or in Native communities. Montana is unique in that it has 13 different tribes and seven reservations throughout the state. Having the ability to understand the political, cultural and governmental policies pertaining to Native Americans, and how these policies directly affect their communities and resources, is a valuable asset in understanding the sovereignty of Native Americans in the United States and assisting in improved personal and professional relationships for certificate holders.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-1009-LI0218 Submission Month or Meeting: February 2018

Institution: University of Montana-Missoula CIP Code: 33.2660

Program/Center/Institute Title: Native American Studies Certificate

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 1b. **Withdrawing a postsecondary educational program from moratorium**
- X \_\_\_\_\_ 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- \_\_\_\_\_ 3. **Establishing a B.A.S./A.A./A.S. area of study**
- \_\_\_\_\_ 4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ 5. **Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
- \_\_\_\_\_ 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary** [360 words maximum]

**What**

The NAS Department is proposing a certification in Native American Studies. This is designed to complement any major or non-degree seeking student in acquiring broader knowledge, appreciation, academic skills, and applications of Native American history, policy and culture.

**Why**

The overarching purpose of the certification is to offer Native and non-Native American students who may be working within Native communities an opportunity to gain a basic understanding of the dynamics of working with and in Native American communities.

**Resources**

No new resources are required as the courses are already offered.

**Relationship to similar MUS programs**

No other MUS institution has a certificate in Native American others.

February 2018

ITEM 178-1010-LI0218

**Notification of the establishment of a Public Administration Certificate**

---

**THAT**

University of Montana-Missoula is notifying the Montana Board of Regents of its intent to establish a 12-credit online certificate of Public Administration.

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**EXPLANATION**

This graduate certificate provides the basic, fundamental public administration classes for those interested in public administration. It is aimed at working employees at various levels of federal, state, or local government and will be delivered online using existing courses from the University's Master of Public Administration program.

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**ATTACHMENTS**

Academic Request Form



**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-1010-LI0218 Submission Month or Meeting: February 2018

Institution: University of Montana-Missoula CIP Code: 44.04

Program/Center/Institute Title: Public Administration Certificate

Includes (please specify below): Online Offering X Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 1b. **Withdrawing a postsecondary educational program from moratorium**
- X 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- \_\_\_\_\_ 3. **Establishing a B.A.S./A.A./A.S. area of study**
- \_\_\_\_\_ 4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ 5. **Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
- \_\_\_\_\_ 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary [360 words maximum]**

**What**

The graduate certificate provides the basic, fundamental public administration classes for those interested in public administration. It is aimed at working employees at various levels of federal, state, or local government and will be delivered online using existing courses from the University's Master of Public Administration program.

**Why**

The certificate has been discussed with local officials from the City of Missoula and Missoula County. City and county level managers expressed a strong interest in the certificate for their employees.

**Resources**

No additional resources are required as the classes currently exist and are taught on a routine basis. The targeted market for the certificate would be public employees in the state, therefore, providing an additional service to the State of Montana.

**Relationship to similar MUS programs**

The UM MPA program offers coursework online, in-person and a combination thereof. MSU-Bozeman offers an in-person only MPA program. The UM MPA program has a strong relationship with the law school (joint degree program) and the non-profit administration program at UM. Students enrolled in the public administration certificate can opt to take non-profit

February 2018

ITEM 178-1011-LI0218

**Notification of the establishment of a Health Sciences Leadership certificate**

---

**THAT**

The University of Montana-Missoula is notifying the Montana Board of Regents of its intent to establish a 12-credit graduate certificate in Health Sciences Leadership.

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**EXPLANATION**

The certificate in Health Sciences Education Leadership is specifically designed to meet the needs of Physical Therapy and Physical Therapy Assistant educators as they prepare to navigate the complexities of program quality, clarity and effectiveness in an increasingly challenging higher education environment. This 12-credit certificate will be completed through four courses in an interactive, online format provided through a self-support program in the School of Physical Therapy & Rehabilitation Science within the College of Health Professions & Biomedical Sciences.

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**ATTACHMENTS**

Academic Program Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-1011-LI0218 Submission Month or Meeting: February 2018

Institution: University of Montana-Missoula CIP Code: 51.2308

Program/Center/Institute Title: Health Sciences Education Leadership certificate

Includes (please specify below): Online Offering X Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 1b. **Withdrawing a postsecondary educational program from moratorium**
- X 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- \_\_\_\_\_ 3. **Establishing a B.A.S./A.A./A.S. area of study**
- \_\_\_\_\_ 4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ 5. **Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
- \_\_\_\_\_ 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary [360 words maximum]**

**What**

The graduate certificate in Health Sciences Education Leadership is specifically designed to meet the needs of Physical Therapy and Physical Therapy Assistant educators as they prepare to navigate the complexities of program quality, clarity and effectiveness in an increasingly challenging higher education environment. This 12-credit certificate will be completed through four courses in an interactive, online format provided through a self-support program in the School of Physical Therapy & Rehabilitation Science within the College of Health Professions & Biomedical Sciences.

**Why**

This program is needed to meet new requirements regarding educational principles and methods training as mandated by the Commission on Accreditation in Physical Therapy Education in element 4G describing the role and qualifications for the Directors of Physical Therapist Assistant (PTA) Programs. Specifically, the new requirement states PTA program directors must have experience in educational theory and methodology, instructional design, student evaluation and outcome assessment, *including the equivalent of nine credits of coursework in educational foundations*. CAPTE will begin enforcing the expectation for post-professional course work in 2018.

**Resources**

The HSEL certificate program is a self-supported program. UM resources needed for this program are limited only to those required to accept and admit students into the program as well as awarding the certificate.

**Relationship to similar MUS programs**

The educational content of this certificate program is specifically tailored to directors of Physical Therapy Assistant programs. Although UM and MSU currently offers an education specialist graduate certificate in educational leadership, those programs are designed primarily for those interested in leadership in senior leadership positions in K-12 settings (i.e., Superintendent) and require completion of a minimum of 30 hours of coursework. The HSEL certificate program has been developed by experts in physical therapy education leadership for leaders in physical therapy education and is specifically tailored to meet the new CAPTE requirements which mandate nine credits. It is also delivered wholly in an online format. As such, no other programs of this kind exist in the Montana University System.

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

February 2018

ITEM 178-2902-LI0218

**Request for authorization to retitle the A.A.S. in Computer Information Technology (CIT) - Network Support to A.A.S. in Computer Information Technology (CIT) - Network Support and Security**

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**THAT**

Great Falls College MSU notifies the Montana Board of Regents of its intent to retitle the associate of applied science in Computer Information Technology (CIT) – Network Support to the associate of applied science in Computer Information Technology (CIT) – Network Support and Security.

---

**EXPLANATION**

The proposed name change of AAS CIT – Network Support to AAS CIT – Network Support and Security will reflect the realignment of course material to better meet industry needs and fulfill one of the requirements for GFC MSU to become a Center of Academic Excellence (CAE2Y) in Cyber Security from the Department of Homeland Security (DHS) and the National Security Agency (NSA). The need for trained security professionals is increasing daily.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-2902-LI0218 Submission Month or Meeting: February 2018

Institution: Great Falls College MSU CIP Code: 11.0901

Program/Center/Institute Title: A.A.S. in Computer Information Technology (CIT) - Network Support

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

- 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- 1b. **Withdrawing a postsecondary educational program from moratorium**
- 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- 3. **Establishing a B.A.S./A.A./A.S. area of study**
- 4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- x   5. **Re-titling an existing postsecondary educational program**
- 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
- 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*



**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary [360 words maximum]**

**What** Great Falls College MSU is notifying the Montana Board of Regents of its intent to retitle the associate of applied science in Computer Information Technology (CIT) – Network Support to the associate of applied science in Computer Information Technology (CIT) – Network Support and Security.

**Why** The proposed name change of AAS CIT – Network Support to AAS CIT – Network Support and Security will reflect the realignment of course material to better meet industry needs and fulfill one of the requirements for GFC MSU to become a Center of Academic Excellence (CAE2Y) in Cyber Security from the Department of Homeland Security (DHS) and the National Security Agency (NSA). The need for trained security professionals is increasing daily.

**Resources** N/A

**Relationship to similar MUS programs** None specifically addressing security.

February 2018

ITEM 178-2820-LI0218

**Request for authorization to offer Plumber/Pipefitter A.A.S.**

---

**THAT**

Montana State University Northern requests authorization to offer a plumber and pipefitter associate of applied science program.

---

**EXPLANATION**

MSU Northern requests authorization to offer the plumber/pipefitter A.A.S. degree to meet the growing need for trained workers. The request for this program has come from employers in the state to address workforce predicted workforce shortages. The Department of Labor & Industry projects that 60 % of the existing skilled trade's workforce are nearing retirement age. This program at MSU Northern will assist in filling that labor gap and provide a trained pool of workers to work on these industrial projects.

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**ATTACHMENTS**

Academic Proposal Request Form  
Letters of Support

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-2820-LI0218 Submission Month or Meeting: February 2018

Institution: MSU Northern CIP Code: 46.0502

Program/Center/Institute Title: Plumber/Pipefitter A.A.S.

Includes (please specify below): Online Offering \_\_\_\_\_ Options Face to face class rooms

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- 1b. **Withdrawing a postsecondary educational program from moratorium**
- 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- 3. **Establishing a B.A.S./A.A./A.S. area of study**
- 4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- 5. **Re-titling an existing postsecondary educational program**
- 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
- X 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary [360 words maximum]**

**What:** The proposed Plumber/Pipefitter program at MSU Northern trains students in all aspects of welding and provides a background in Plumbing that would allow additional training for potential students to work in a refinery, pipeline, or industrial complex. It would include extensive training in fabrication of welded specialty parts, along with training in proper support, working at heights, assembly of piping systems, and print reading for welding and construction.

**Why:** The Department of Labor & Industry projects that 60 % of the existing skilled trade's workforce are nearing retirement age. This program at MSU Northern will assist in filling that labor gap and provide a trained pool of workers to work on these industrial projects. This Plumber/Pipefitter option allows the Welding Certificate students to continue their education and earn an Associates of Applied Science Degree in Plumbing/Pipefitting. It also allows those same students additional training towards an additional degree in Plumbing Technology.

**Resources:** MSU Northern already has a strong Trades area of study. This new proposed option would require no additional lab or lecture areas nor would it require any additional full time faculty. Our Mission statement of "Providing Higher Education for Professional & Technical Careers through an institution dedicated to the teaching & the pursuit of knowledge" will be met by providing this new program in Northern's College of Technical Sciences. Northern has strong ties with Industry Partners that will continue to support existing programs and meet Industry needs. These Industry Partners have requested this program to meet the demand based on the current aging workforce.

**Relationship to similar MUS programs:** MSU Northern has the only Plumbing Technology Program in Montana's University System. The Welding Program is also an existing program. This proposed option combines both Plumbing & Welding into another Degree option that would give students additional career opportunities. There will be no duplication in the Montana University System.



January 18, 2018

Williams Plumbing, in Bozeman Montana, created the first independent pipefitter apprenticeship program in the state. The JATC has successfully offered this option for many years. Williams wholeheartedly approves this program because it allows additional new hires an opportunity to gain employment in a trade that will continue to grow.

According to The Department of Labor Statistics (December 2017), there were 32 registered Apprentices in the Welder/ Pipefitter field. The majority of these individuals were in the later years of their Apprenticeship programs. Projections indicate the demand for trade workers will continue to grow due to an aging workforce, future job site requirements, continued shortages of skilled workers, upgrades to our aging industrial complexes in our state, & and construction of the infrastructure of our nation.

The existing welding & plumbing faculty at MSU Northern has recognized the demand, listened to potential employers, and has developed this curriculum to meet industry demands. I strongly urge the approval of this new Plumber/Pipefitter Degree at Montana State University Northern.

Regards,

Quin Williams

February 26, 2018

Dr. Neil Moisey  
Provost, Vice Chancellor  
Montana State University Northern  
300 West 11<sup>th</sup> Street  
Havre, MT 59501

Dear Dr. Moisey:

Central Plumbing & Heating, Inc. is a multigenerational Montana business that specializes in all aspects of plumbing and heating construction projects throughout Montana. Its president, Mike Waldenberg, is on Montana State University Northern's Plumbing Advisory Board and is a chairman on the Board of Directors of the Montana Contractors' Association.

There has been a decade long trend of difficulty in hiring a qualified worker to meet the demands of our industry. The implementation of Montana State University Northern's proposed Plumber/Pipefitter Degree Program will greatly assist training students to enter the Montana workforce. Combining the welding and plumbing programs into another degree will train the student, give them employment options, and open the door to apprenticeship opportunities. This additional program will help reduce the shortage of welders and plumbers our state is facing.

I am pleased to offer this letter of support and urge you to approve this new degree program at Montana State University Northern. MSU Northern has my full support.

Regards,



Mike Waldenberg  
President  
Central Plumbing & Heating, Inc.

February 2018

ITEM 178-1002-LI0218

**Request for authorization to retitle the Community Health & Prevention Sciences option in the Health and Human Performance B.S. to Public and Community Health**

---

**THAT**

The University of Montana-Missoula requests authorization from the Montana Board of Regents to retitle the “Community Health and Prevention Sciences” option in the Health and Human Sciences Bachelor of Science to “Public and Community Health”.

---

**EXPLANATION**

The Community Health and Prevention Sciences undergraduate program in HHP has been an established UM program for over 25 years and a leader in increasing the acumen of the public and community health profession in Montana; we would like to build on this achievement by aligning with current language in the profession. The title change is the first step in a series of steps to move towards a collaborative undergraduate program with UM’s School of Public and Community Health Sciences.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-1002-LI0218 Submission Month or Meeting: February 2018

Institution: University of Montana-Missoula CIP Code: 51.2207

Program/Center/Institute Title: Retitle Community Health & Prevention Sciences option in HHP B.S. to Public & Community Health

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 1b. **Withdrawing a postsecondary educational program from moratorium**
- \_\_\_\_\_ 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- \_\_\_\_\_ 3. **Establishing a B.A.S./A.A./A.S. area of study**
- \_\_\_\_\_ 4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- x \_\_\_\_\_ 5. **Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
- \_\_\_\_\_ 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*



**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary** [360 words maximum]

**What**

This is a request for authorization to change the title of the Health and Human Performance (HHP) B.S. option "Community Health and Prevention Sciences" option to "Public and Community Health."

**Why**

The new title aligns with national trends, as many Community Health undergraduate programs have changed their name to Public Health. We believe the new title will also improve UM's ability to attract and recruit students to our undergraduate degree. The Community Health and Prevention Sciences (CHPS) undergraduate program in HHP has been an established UM program for over 25 years and a leader in increasing the acumen of the public and community health profession in Montana; we would like to build on this achievement by aligning with current language in the profession. Moreover, the title change is the first step in a series of steps to move towards a collaborative undergraduate program with UM's School of Public and Community Health Sciences (SPCHS). (This collaborative SPCHS and CHPS model currently exists at the graduate level with the newly established MPH in Community Health & Prevention Sciences degree).

**Resources**

The name change will not require additional resources beyond those already in place in the program. With minimal revision of current syllabi, we will be able to adjust and add needed public health competencies in current courses that will continue to prepare and expand the preparation of students to work as health educators in public health settings.

**Relationship to similar MUS programs**

No other undergraduate programs in Public Health exist in the MUS system. While UM offers an online "MPH Generalist" degree as well as a blended "MPH in Community Health & Prevention Sciences" degree, UM currently does not offer an undergraduate Public Health degree.

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

February 2018

**ITEM 178-1003-LI0218**

**Request for authorization to retitle the Public Administration option in the Political Science B.A. to Public Administration and Public Policy.**

---

**THAT**

The University of Montana-Missoula requests authorization from the Montana Board of Regents to retitle the “Public Administration” option in the Political Science Bachelor of Arts degree to “Public Administration and Public Policy”.

---

**EXPLANATION**

The name change from “Public Administration” to “Public Administration and Public Policy,” is requested to maintain consistency with other colleges and universities. For example, the accrediting body for graduate degrees in this field is called the Network of Schools of Public Policy, Affairs, and Administration.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-1003-LI0218 Submission Month or Meeting: February 2018

Institution: University of Montana-Missoula CIP Code: 44.0401

Program/Center/Institute Title: Retitle Public Administration option in Political Science B.A. to Public Administration and Public Policy

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 1b. **Withdrawing a postsecondary educational program from moratorium**
- \_\_\_\_\_ 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- \_\_\_\_\_ 3. **Establishing a B.A.S./A.A./A.S. area of study**
- \_\_\_\_\_ 4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- x \_\_\_\_\_ 5. **Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
- \_\_\_\_\_ 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary** [360 words maximum]

**What**

UM-M requests authorization to retitle the “Public Administration” option in the Political Science B.A. to “Public Administration and Public Policy.”

**Why**

The retitling is requested to maintain consistency with the language commonly used by other colleges and universities.

**Resources**

As this is a retitling of an existing program, no new resources are required.

**Relationship to similar MUS programs**

No other MUS program has an option in either public administration or public policy.

February 2018

ITEM 178-1004-LI0218

**Request for authorization to retitle the Teaching Middle School Mathematics M.A. to Teaching School Mathematics.**

---

**THAT**

The University of Montana-Missoula requests authorization from the Montana Board of Regents to retitle the Teaching Middle School Mathematics Master of Arts degree to Teaching School Mathematics.

---

**EXPLANATION**

The Department of Mathematical Sciences seeks to expand the appeal of the degree from its current targeted audience of only middle school math teachers to a larger audience that includes both middle school and high school math teachers. There is an increased demand for masters-level, all-online mathematics courses that are specifically tailored to the meet the needs of grades 5-12 mathematics teachers.

---

**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-1004-LI0218 Submission Month or Meeting: February 2018

Institution: University of Montana-Missoula CIP Code: 13.1311

Program/Center/Institute Title: Retitle Teaching Middle School Mathematics M.A. to Teaching School Mathematics

Includes (please specify below): Online Offering X Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- 1b. **Withdrawing a postsecondary educational program from moratorium**
- 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- 3. **Establishing a B.A.S./A.A./A.S. area of study**
- 4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- X        5. **Re-titling an existing postsecondary educational program**
- 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
- 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary [360 words maximum]**

**What**

The Department of Mathematical Sciences proposes a retitling of the M.A. program in “Teaching Middle School Mathematics” (MATMSM) to “Teaching School Mathematics” (MATSM).

**Why**

The Department of Mathematical Sciences seeks to expand the appeal of this online M.A. degree from its current targeted audience of only middle school math teachers to a larger audience that includes both middle school and high school math teachers. There is increased demand for masters-level, all-online mathematics courses that are specifically tailored to meet the needs of grades 5-12 mathematics teachers. This increase in demand is driven by several factors. Grades 5-12 mathematics teachers seek masters-level programs that will support their work as mathematics teachers. Grades 5-12 teachers seek to complete masters-level programs as a means of advancing on their negotiated salary schedule. Finally, high school teachers seek masters-level mathematics courses to meet the qualifications required to offer dual-enrollment courses.

**Resources**

As an extant program seeking a new title, this proposal does not require any new resources.

**Relationship to similar MUS programs**

The program is unique among the MUS system as an all-online masters-level mathematics degree aimed at supporting the special work of teaching mathematics in grades 5-12. The nearest equivalent is MSU’s [MSMME](#) degree. Important distinctions exist. Whereas the MSMME targets HS teachers and takes a mathematical content-focused approach (i.e. requiring advanced courses in analysis, abstract algebra, statistics) the MATSM targets both middle and high school teachers and takes a mathematical process-focused approach (i.e. requiring courses that examine the foundations of probability, geometry, algebra and statistics from a problem solving perspective).



February 2018

ITEM 178-1005-LI0218

**Request for authorization to terminate the Administrative Systems Management minor**

---

**THAT**

The University of Montana-Missoula requests authorization from the Montana Board of Regents to terminate the Administrative Systems Management minor.

---

**EXPLANATION**

Currently there are no students minoring in Administrative Systems Management. The minor has been low enrolled for the past five years.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination/Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-1005-LI0218 Submission Month or Meeting: February 2018

Institution: University of Montana-Missoula CIP Code: 52.0305

Program/Center/Institute Title: Terminate Administrative Systems Management minor

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ **1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **1b. Withdrawing a postsecondary educational program from moratorium**
- \_\_\_\_\_ **2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- \_\_\_\_\_ **3. Establishing a B.A.S./A.A./A.S. area of study**
- \_\_\_\_\_ **4. Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**
- X \_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ **8. Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ **9. Revising a postsecondary educational program** (Curriculum Proposal Form)
- \_\_\_\_\_ **10. Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary** [360 words maximum]

**What**

The Department of Teaching and Learning would like to terminate the Administrative Systems Management minor.

**Why**

Currently, there are no students minoring in Administrative Systems Management (and this minor has been low enrolled for the last five years).

**Resources**

No resources will be removed or added. The faculty member in the Department of Teaching and Learning who oversaw the minor retired in the fall of 2016.

**Relationship to similar MUS programs**

This termination should not affect other programs.

**Montana University System**  
**PROGRAM TERMINATION/MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: Administrative Systems Management

Program is being  Placed into moratorium  Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

There are no students currently enrolled in the program.

b.) What is the expected graduation date of all students from the program?

N/A

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

N/A

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

The faculty member who taught this program retired in the fall of 2016.

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  N:

N/A

b.) Please describe any layoffs that will occur including the date expected?

**Montana University System**  
**PROGRAM TERMINATION/MORATORIUM FORM**

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

a.) Internal Curriculum Committees                        X    

b.) Faculty Senate        X    

c.) Program Public Advisory Committee                NA    

d.) Articulation Partners                                    X    

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)    Y:         N:   X

February 2018

ITEM 178-1006-LI0218

**Request for authorization to terminate the Forest Operations and Forest Resources Management options in the Forestry B.S.**

---

**THAT**

The University of Montana-Missoula requests authorization from the Montana Board of Regents to terminate the “Forest Operations” and “Forest Resources Management” options in the Forestry Bachelor of Science degree.

---

**EXPLANATION**

The two options offered within the Forestry B.S., “Forest Operations” and “Forest Resources Management,” will be collapsed into a single curricular track, with common core coursework and professional electives. The elimination of separate options is expected to have the positive effect of strengthening the core identity of the Forestry degree program. Professional electives will follow the model of the past “Forest Resources Management” option framework, providing the ability to add specialization through elective coursework.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination/Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-1006-LI0218 Submission Month or Meeting: February 2018

Institution: University of Montana-Missoula CIP Code: 03.0506

Program/Center/Institute Title: Forestry B.S. options termination

Includes (please specify below): Online Offering  Options Forest Operations, Forest Resources Management

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- 1b. **Withdrawing a postsecondary educational program from moratorium**
- 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- 3. **Establishing a B.A.S./A.A./A.S. area of study**
- 4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- 5. **Re-titling an existing postsecondary educational program**
- X 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
- 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary** [360 words maximum]

**What**

The two options offered within the Forestry B.S., “Forest Operations” and “Forest Resources Management,” will be collapsed into a single curricular track, with common core coursework and professional electives.

**Why**

The elimination of separate options is expected to have the positive effect of strengthening the core identity of the Forestry degree program. Professional electives will follow the model of the past “Forest Resources Management” option framework, providing the ability to add specialization through elective coursework.

**Resources**

This proposal will not require changes to resources.

**Relationship to similar MUS programs**

There are no other Forestry programs in the MUS.



**Montana University System**  
**PROGRAM TERMINATION/MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Terminate Forest Operations and Forest Resources Management within the Bachelor of Science in Forestry degree**

Program is being  Placed into moratorium  Terminated

The two Options previously offered within the BS Forestry program, i.e., "Forest Operations" and "Forest Resources Management" will be collapsed into a single curricular track, with common core coursework and professional electives leading to the Bachelor of Science degree.

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

All students currently enrolled are being informed of the termination of options and steps are being taken to facilitate their completion within the option to complete their program.

b.) What is the expected graduation date of all students from the program?

Graduation date for all students currently enrolled in the Forest Operations option will be Spring 2019. Students currently in the Forest Resources Management option will not be affected in that their option will be continued as the single track for the BSF.

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

a.) Have the faculty affected by the program termination/moratorium Y:  N:

**Montana University System**  
**PROGRAM TERMINATION/MORATORIUM FORM**

---

been notified?

b.) Please describe any layoffs that will occur including the date expected?

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

a.) Internal Curriculum Committees                          X    

b.) Faculty Senate        X    

c.) Program Public Advisory Committee                          NA    

d.) Articulation Partners                                          X    

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)                      Y:      N:   X

February 2018

ITEM 178-1012-LI0218

**Request for authorization to retitle the Forensic Anthropology option in the Anthropology M.A. to Forensic and Biological Anthropology**

---

**THAT**

The University of Montana requests authorization from the Montana Board of Regents to retitle the Forensic Anthropology option in the Anthropology Master of Arts to Forensic and Biological Anthropology.

---

**EXPLANATION**

Two factors prompt this request to retitle the option. First, at the nationwide level forensic anthropology programs are now emphasizing breadth, transcending the traditional compartmentalization to include related areas of biological anthropology, especially human variation, DNA studies, and bio archaeology. It has become widely recognized that forensic anthropology theory and practice relies on biological anthropology and that in order to be a good forensic anthropologist one needs training in these areas of biological anthropology as well. Our department has recognized this from the beginning and have required graduate seminars in human variation and bio archaeology from the inception of the option. Therefore, no curricular change is required, merely the retitling to reflect the current trend within the field. Second, the title "option in Forensic Anthropology" implies that the curriculum can only accommodate students with a narrow interest in forensic anthropology. In reality, this option can accommodate students with interests in areas of biological anthropology such as human variation, modern and ancient DNA studies, and bio archaeology.

**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-1012-LI0218 Submission Month or Meeting: February 2018

Institution: University of Montana-Missoula CIP Code: 45.0202

Program/Center/Institute Title: Retitle Forensic Anthropology option in Anthropology MA to Forensic & Biological Anthropology

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 1b. **Withdrawing a postsecondary educational program from moratorium**
- \_\_\_\_\_ 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- \_\_\_\_\_ 3. **Establishing a B.A.S./A.A./A.S. area of study**
- \_\_\_\_\_ 4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- X \_\_\_\_\_ 5. **Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
- \_\_\_\_\_ 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary** [360 words maximum]

**What**

The University of Montana requests to retitle the Forensic Anthropology option in the Anthropology master of arts to Forensic and Biological Anthropology.

**Why**

Two factors prompt this request to retitle the option. First, at the nationwide level forensic anthropology programs are now emphasizing breadth, transcending the traditional compartmentalization to include related areas of biological anthropology, especially human variation, DNA studies, and bioarchaeology. It has become widely recognized that forensic anthropology theory and practice relies on biological anthropology and that in order to be a good forensic anthropologist one needs training in these areas of biological anthropology as well. Our department has recognized this from the beginning and have required graduate seminars in human variation and bioarchaeology from the inception of the option. Therefore, no curricular change is required, merely the retitling to reflect the current trend within the field. Second, the title "option in Forensic Anthropology" implies that the curriculum can only accommodate students with a narrow interest in forensic anthropology. In reality, this option can accommodate students with interests in areas of biological anthropology such as human variation, modern and ancient DNA studies, and bioarchaeology.

**Resources**

No resources are required for the retitling.

**Relationship to similar MUS programs**

There are no other forensic anthropology options (either graduate or undergraduate) at other MUS institutions.

## LEVEL I APPROVAL MEMORANDUM

---

**DATE:** April 3, 2018

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

**FROM:** John Cech, Deputy Commissioner for Academic, Research, & Student Affairs

**RE:** March 2018 Level I Approvals

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Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in March 2018. These proposals include items for which approval authority has been designated by the Board of Regents to the individual institutions or the Commissioner of Higher Education. These Level I items are being sent to you for your review. If you have concerns about a particular proposal, you should share those concerns with your colleagues at that institution and try to come to some understanding. If you cannot resolve your concerns, raise them at the Level I Chief Academic Officer's conference call on April 17. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, April 20. You will be notified of approved proposals by April 24. The Board of Regents will be notified of the approved proposals at the May meeting of the Board.

### 1. Campus Approvals

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

- Request for authorization to terminate the C.T.S. in Welding and Fabrication Tier II  
[Item #178-304-LI0318 | Academic Proposal Request Form](#)
- Request for authorization to terminate the C.T.S. in Welding and Fabrication Tier III  
[Item #178-305-LI0318 | Academic Proposal Request Form](#)
- Request for authorization to terminate the C.T.S. in Welding and Fabrication Tier IV  
[Item #178-306-LI0318 | Academic Proposal Request Form](#)
- Request for authorization to re-title and revise the C.T.S. in Welding and Fabrication Tier I  
[Item #178-307-LI0318 | Academic Proposal Request Form](#)

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

- Notification of the placing of the C.A.S. in Pharmacy Technician in Moratorium  
[Item #178-2902-LI0318 | Academic Proposal Request Form | Program Termination/Moratorium Form](#)

### 2. OCHE Approvals

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

- Request for authorization to terminate the A.A.S. in Human Services  
[Item #178-301-LI0318 | Academic Proposal Request Form | Program Termination/Moratorium Form](#)
- Request for authorization to re-title the A.A.S. in Culinary Arts  
[Item #178-302-LI0318 | Academic Proposal Request Form](#)
- Request for authorization to re-title the A.A.S. in Information Technology  
[Item #178-303-LI0318 | Academic Proposal Request Form](#)

## LEVEL I APPROVAL MEMORANDUM

---

**Helena College University of Montana:**

- Request for authorization to terminate the A.A.S. in Licensed Practical Nursing  
[Item #178-1901-LI0318](#) | [Academic Proposal Request Form](#) | [Program Termination/Moratorium](#)

March 2018

ITEM 178-304-L10318

**Request for authorization to terminate the C.T.S. in Welding and Fabrication Tier II**

---

**THAT**

Flathead Valley Community College requests authorization from the Montana Board of Regents to terminate the certificate of technical studies in Welding and Fabrication Tier II.

---

**EXPLANATION**

Very few students have earned the Tier II C.T.S. The Tier II C.T.S. does not lead to employability and students who are eligible to earn the Tier II choose to earn the corresponding C.A.S. instead, as they cannot be awarded both.

---

**ATTACHMENTS**

Academic Proposal Request Form



Montana Board of Regents  
ACADEMIC PROPOSAL REQUEST FORM

ITEM 178-304-L10318

Submission Month or Meeting: **March 2018**

Institution: **Flathead Valley Community College**

CIP Code: **48.0508**

Program/Center/Institute Title: **C.T.S. in Welding and Fabrication Tier II**

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

   **A. Level I:**

**Campus Approvals**

\_\_\_\_\_ **1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)

\_\_\_\_\_ **1b. Withdrawing a postsecondary educational program from moratorium**

   **X** **2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**

\_\_\_\_\_ **3. Establishing a B.A.S./A.A./A.S. area of study**

\_\_\_\_\_ **4. Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a postsecondary educational program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary** [360 words maximum]

**What** Flathead Valley Community College is requesting authorization to terminate the C.T.S. in Welding and Fabrication Tier II.

**Why** Very few students have earned the Tier II C.T.S. The Tier II C.T.S. does not lead to employability and students who are eligible to earn the Tier II choose to earn the corresponding C.A.S. instead, as they cannot be awarded both.

**Resources** N/A

**Relationship to similar MUS programs** City College and Great Falls College also offer certificate programs in Welding and Fabrication.

March 2018

ITEM 178-305-L10318

**Request for authorization to terminate the C.T.S. in Welding and Fabrication Tier III**

---

**THAT**

Flathead Valley Community College requests authorization from the Montana Board of Regents to terminate the certificate of technical studies in Welding and Fabrication Tier III.

---

**EXPLANATION**

Very few students have earned the Tier III C.T.S. The Tier III C.T.S. does not lead to employability and students who are eligible to earn the Tier III choose to continue on to earn the A.A.S.

---

**ATTACHMENTS**

Academic Proposal Request Form

Montana Board of Regents  
ACADEMIC PROPOSAL REQUEST FORM

ITEM 178-305-L10318 Submission Month or Meeting: March 2018

Institution: Flathead Valley Community College CIP Code: 48.0508

Program/Center/Institute Title: C.T.S. in Welding and Fabrication Tier III

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

\_\_\_\_\_ **1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)

\_\_\_\_\_ **1b. Withdrawing a postsecondary educational program from moratorium**

x \_\_\_\_\_ **2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**

\_\_\_\_\_ **3. Establishing a B.A.S./A.A./A.S. area of study**

\_\_\_\_\_ **4. Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a postsecondary educational program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Establishing a temporary C.A.S. or A.A.S. degree program** Approval limited to 2 years

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary** [360 words maximum]

**What** Flathead Valley Community College is requesting authorization to terminate the C.T.S. in Welding and Fabrication Tier III.

**Why** Very few students have earned the Tier III C.T.S. The Tier III C.T.S. does not lead to employability and students who are eligible to earn the Tier III choose to continue on to earn the A.A.S.

**Resources** N/A

**Relationship to similar MUS programs** City College and Great Falls College also offer certificate programs in Welding and Fabrication.

March 2018

ITEM 178-306-L10318

**Request for authorization to terminate the C.T.S. in Welding and Fabrication Tier IV**

---

**THAT**

Flathead Valley Community College requests authorization from the Montana Board of Regents to terminate the certificate of technical studies in Welding and Fabrication Tier IV.

---

**EXPLANATION**

Very few students have earned the Tier IV C.T.S. The Tier IV C.T.S. does not lead to employability and students who are eligible to earn the Tier IV choose to continue on to earn the A.A.S. as they cannot earn both.

---

**ATTACHMENTS**

Academic Proposal Request Form

Montana Board of Regents  
ACADEMIC PROPOSAL REQUEST FORM

ITEM 178-306-L10318 Submission Month or Meeting: **March 2018**

Institution: **Flathead Valley Community College** CIP Code: **48.0508**

Program/Center/Institute Title: **C.T.S. in Welding and Fabrication Tier IV**

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 1b. **Withdrawing a postsecondary educational program from moratorium**
- x \_\_\_\_\_ 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- \_\_\_\_\_ 3. **Establishing a B.A.S./A.A./A.S. area of study**
- \_\_\_\_\_ 4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ 5. **Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
- \_\_\_\_\_ 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary** [360 words maximum]

**What** Flathead Valley Community College is requesting authorization to terminate the C.T.S. in Welding and Fabrication Tier IV.

**Why** Very few students have earned the Tier IV C.T.S. The Tier IV C.T.S. does not lead to employability and students who are eligible to earn the Tier IV choose to continue on to earn the A.A.S. as they cannot earn both.

**Resources** N/A

**Relationship to similar MUS programs** City College and Great Falls College also offer certificate programs in Welding and Fabrication.



March 2018

ITEM 178-307-L10318

**Request for authorization to re-title and revise the C.T.S. in Welding and Fabrication Tier I**

---

**THAT**

Flathead Valley Community College requests authorization from the Montana Board of Regents to re-title the certificate of technical studies in Welding and Fabrication Tier I to Welding Technology.

---

**EXPLANATION**

The current C.T.S. does not lead to employability as a stand-alone program, as it does not contain any welding qualification opportunities. The revised certificate will provide students the opportunity to earn qualifications that will make them employable as entry-level welders.

---

**ATTACHMENTS**

Academic Proposal Request Form

Montana Board of Regents  
ACADEMIC PROPOSAL REQUEST FORM

ITEM 178-307-L10318

Submission Month or Meeting: **March 2018**

Institution: **Flathead Valley Community College**

CIP Code: **48.0508**

Program/Center/Institute Title: **C.T.S. in Welding and Fabrication Tier I**

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

   **A. Level I:**

**Campus Approvals**

       **1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)

       **1b. Withdrawing a postsecondary educational program from moratorium**

   **X** **2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**

       **3. Establishing a B.A.S./A.A./A.S. area of study**

       **4. Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

       **5. Re-titling an existing postsecondary educational program**

       **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)

       **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

       **8. Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

       **9. Revising a postsecondary educational program** (Curriculum Proposal Form)

       **10. Establishing a temporary C.A.S. or A.A.S. degree program** Approval limited to 2 years

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary [360 words maximum]**

**What** Flathead Valley Community College is requesting authorization to re-title and revise the C.T.S. in Welding and Fabrication Tier I.

**Why** The current C.T.S. does not lead to employability as a stand-alone program, as it does not contain any welding qualification opportunities. The revised certificate will provide students the opportunity to earn qualifications that will make them employable as entry-level welders.

**Resources** N/A

**Relationship to similar MUS programs** City College and Great Falls College also offer certificate programs in Welding and Fabrication.

**March 2018**

**ITEM 178-2902-LI0318**

**Notification of the placing of the C.A.S. in Pharmacy Technician in Moratorium**

---

**THAT**

Great Falls College MSU is notifying the Montana Board of regents of its intent to place the 29 credit certificate of applied science in Pharmacy Technician in moratorium.

---

**EXPLANATION**

Employers in the area have in-house training programs for their pharmacy technicians. The number of students in the program has been declining and therefore it is not feasible to continue the program.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-2902-LI0318 Submission Month or Meeting: March 2018

Institution: Great Falls College MSU CIP Code: 51.0805

Program/Center/Institute Title: C.A.S. in Pharmacy Technician

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

- x **1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **1b. Withdrawing a postsecondary educational program from moratorium**
- \_\_\_\_\_ **2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- \_\_\_\_\_ **3. Establishing a B.A.S./A.A./A.S. area of study**
- \_\_\_\_\_ **4. Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ **8. Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ **9. Revising a postsecondary educational program** (Curriculum Proposal Form)
- \_\_\_\_\_ **10. Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary** [360 words maximum]

**What** Great Falls College MSU is notifying the Montana Board of regents of its intent to place the 29 credit certificate of applied science in Pharmacy Technician in moratorium.

**Why** Employers in the area have in-house training programs for their pharmacy technicians. The number of students in the program has been declining and therefore it is not feasible to continue the program.

**Resources**

**Relationship to similar MUS programs**

**Montana University System**  
**PROGRAM TERMINATION/MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **C.A.S. Pharmacy Technician**

Program is being  X  Placed into moratorium   Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  X  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  X  N:

b.) What is the expected graduation date of all students from the program?

May 2018

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  X  N:

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) X   N:  X

a.) Have the faculty affected by the program termination/moratorium been notified? Y:   N:

b.) Please describe any layoffs that will occur including the date expected?

**Montana University System**  
**PROGRAM TERMINATION/MORATORIUM FORM**

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

a.) Internal Curriculum Committees                          X    

b.) Faculty Senate        X    

c.) Program Public Advisory Committee                          X    

d.) Articulation Partners       N/A   

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)      Y:   X      N:



March 2018

**ITEM 178-301-L10318**

**Request for authorization to terminate the A.A.S. in Human Services**

---

**THAT**

Flathead Valley Community College requests authorization from the Montana Board of Regents to terminate the associate of applied science in Human Services.

---

**EXPLANATION**

There has been low enrollment and no graduates of this program since 2014.

---

**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination/Moratorium Form

Montana Board of Regents  
ACADEMIC PROPOSAL REQUEST FORM

ITEM 178-301-L10318 Submission Month or Meeting: March 2018

Institution: Flathead Valley Community College CIP Code: 44.0000

Program/Center/Institute Title: A.A.S. in Human Services

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ **1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **1b. Withdrawing a postsecondary educational program from moratorium**
- \_\_\_\_\_ **2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- \_\_\_\_\_ **3. Establishing a B.A.S./A.A./A.S. area of study**
- \_\_\_\_\_ **4. Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**
- X \_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ **8. Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ **9. Revising a postsecondary educational program** (Curriculum Proposal Form)
- \_\_\_\_\_ **10. Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary [360 words maximum]**

**What** Flathead Valley Community College is requesting authorization to terminate the A.A.S. in Human Services.

**Why** There is no longer a need for the AAS degree in Human Services, as the transfer program provides a better option for students. Local positions require either a bachelor's degree or no degree and provide on-the-job training. Enrollment in this program has declined sharply. The most recent graduate of this program completed in fall 2014. Students have opted for the transfer program to UM's Bachelor of Social Work (BSW) program.

**Resources** N/A

**Relationship to similar MUS programs** No campus in the system offers an A.A.S. in Human Services.

**Montana University System**  
**PROGRAM TERMINATION/MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Human Services**

Program is being  Placed into moratorium  Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

NA

b.) What is the expected graduation date of all students from the program?

NA

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

NA

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  N:

NA

b.) Please describe any layoffs that will occur including the date expected?

**Montana University System**  
**PROGRAM TERMINATION/MORATORIUM FORM**

NA

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

a.) Internal Curriculum Committees                                x          

b.) Faculty Senate              x          

c.) Program Public Advisory Committee                                x          

d.) Articulation Partners                                                x          

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)      Y:                 N:     x

March 2018

ITEM 178-302-L10318

**Request for authorization to re-title the A.A.S. in Culinary Arts**

---

**THAT**

Flathead Valley Community College request authorization from the Montana Board of Regents to re-title the associate of applied science in Culinary Arts.

---

**EXPLANATION**

Changing the program title to “Culinary Arts and Catering” provides acknowledgement of the many catering experiences students participate in while in the program. This acknowledgement will create additional professional opportunities for graduates.

---

**ATTACHMENTS**

Academic Proposal Request Form

Montana Board of Regents  
ACADEMIC PROPOSAL REQUEST FORM

ITEM 178-302-L10318 Submission Month or Meeting: March 2018

Institution: Flathead Valley Community College CIP Code: 12.0503

Program/Center/Institute Title: A.A.S. in Culinary Arts

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ **1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **1b. Withdrawing a postsecondary educational program from moratorium**
- \_\_\_\_\_ **2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- \_\_\_\_\_ **3. Establishing a B.A.S./A.A./A.S. area of study**
- \_\_\_\_\_ **4. Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- X \_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ **8. Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ **9. Revising a postsecondary educational program** (Curriculum Proposal Form)
- \_\_\_\_\_ **10. Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary [360 words maximum]**

**What** Flathead Valley Community College is requesting authorization to re-title the A.A.S. in Culinary Arts.

**Why** Changing the program title to “Culinary Arts and Catering” provides acknowledgement of the many catering experiences students participate in while in the program. This acknowledgement will create additional professional opportunities for graduates.

**Resources** N/A

**Relationship to similar MUS programs** Gallatin College and Missoula College also offer programs in culinary arts.



March 2018

ITEM 178-303-L10318

**Request for authorization to re-title the A.A.S. in Information Technology**

---

**THAT**

Flathead Valley Community College request authorization from the Montana Board of Regents to re-title the associate of applied science in Information Technology.

---

**EXPLANATION**

In light of an increase in global cyberattacks and network security breaches, it has become necessary to emphasize security as a topic in this program and therefore reflect that in an updated program title, Information Technology and Security.

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**ATTACHMENTS**

Academic Proposal Request Form

Montana Board of Regents  
ACADEMIC PROPOSAL REQUEST FORM

ITEM 178-303-L10318 Submission Month or Meeting: March 2018

Institution: Flathead Valley Community College CIP Code: 11.0103

Program/Center/Institute Title: A.A.S. in Information Technology

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

- 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- 1b. **Withdrawing a postsecondary educational program from moratorium**
- 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- 3. **Establishing a B.A.S./A.A./A.S. area of study**
- 4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- x   5. **Re-titling an existing postsecondary educational program**
- 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
- 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary** [360 words maximum]

**What** Flathead Valley Community College is requesting authorization to re-title the A.A.S. in Information Technology.

**Why** In light of an increase in global cyberattacks and network security breaches, it has become necessary to emphasize security as a topic in this program and therefore reflect that in an updated program title, Information Technology and Security.

**Resources** N/A

**Relationship to similar MUS programs** Great Falls College, Missoula College, and Miles Community College also offer associate degrees in information technology.

March 2018

**ITEM 178-1901-LI0318**

**Request for authorization to terminate the Associate of Applied Science in Licensed Practical Nursing; Helena College**

---

**THAT**

Helena College University of Montana requests authorization from the Montana Board of Regents of Higher Education to terminate the Associate of Applied Science in Licensed Practical Nursing following the permanent approval of the Certificate in Licensed Practical Nursing during the March 2018 Board of Regents meeting.

---

**EXPLANATION**

The Practical Nursing program has changed 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 at City College Montana State University, Flathead Valley Community College, Great Falls College Montana State University, and Helena College University of Montana. 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.

The Certificate was temporarily approved by the Office of the Commissioner of Higher Education via the March 2016 Level I Memorandum, and the Montana Board of Regents was notified at the May 2016 meeting. Permanent approval was granted at the March 2018 Board of Regents meeting. Therefore, Helena College now requests authorization to terminate the Associate of Applied Science in Licensed Practical Nursing.

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**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination/Moratorium Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-1901-LI0318

Submission Month or Meeting: March 2018

Institution: Helena College University of Montana

CIP Code: 51.3901

Program/Center/Institute Title: Associate of Applied Science in Licensed Practical Nursing

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

     **A. Level I:**

**Campus Approvals**

     **1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)

     **1b. Withdrawing a postsecondary educational program from moratorium**

     **2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**

     **3. Establishing a B.A.S./A.A./A.S. area of study**

     **4. Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

     **5. Re-titling an existing postsecondary educational program**

  X **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)

     **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

     **8. Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

     **9. Revising a postsecondary educational program** (Curriculum Proposal Form)

     **10. Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

- \_\_\_\_\_ **1. Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
- \_\_\_\_\_ **2. Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- \_\_\_\_\_ **3. Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
- \_\_\_\_\_ **4. Re-titling an academic, administrative, or research unit**

**Proposal Summary** [360 words maximum]

**What** Terminate Associate of Applied Science in Licensed Practical Nursing

**Why** Replaced by Certificate in Licensed Practical Nursing

**Resources** N/A

**Relationship to similar MUS programs** N/A

**Montana University System**  
**PROGRAM TERMINATION/MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Associate of Applied Science LPN Program**

Program is being  Placed into moratorium  Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:  N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:  N:

N/A

b.) What is the expected graduation date of all students from the program?

N/A

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:  N:

N/A

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:  N:

a.) Have the faculty affected by the program termination/moratorium been notified? Y:  N:

N/A

**Montana University System**  
**PROGRAM TERMINATION/MORATORIUM FORM**

**b.) Please describe any layoffs that will occur including the date expected?**

N/A

**3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):**

a.) Internal Curriculum Committees           X          

b.) Faculty Senate           X          

c.) Program Public Advisory Committee           X          

d.) Articulation Partners           X          

**4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)**    Y:           N:   X



## LEVEL I APPROVAL MEMORANDUM

---

**DATE:** April 30, 2018

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

**FROM:** John Cech, Deputy Commissioner for Academic, Research, & Student Affairs

**RE:** April 2018 Level I Approvals

---

Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in April 2018. These proposals include items for which approval authority has been designated by the Board of Regents to the individual institutions or the Commissioner of Higher Education. These Level I items are being sent to you for your review. If you have concerns about a particular proposal, you should share those concerns with your colleagues at that institution and try to come to some understanding. If you cannot resolve your concerns, raise them at the Level I Chief Academic Officer's conference call on May 9. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, May 11. You will be notified of approved proposals by Monday, May 14. The Board of Regents will be notified of the approved proposals at the May meeting of the Board.

### 1. Campus Approvals

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

- Request for authorization to place a Medical Assistant A.A.S. into moratorium  
[Item #178-301-LI0418](#) | [Academic Proposal Request Form](#) | [Program Termination/Moratorium Form](#)

#### **The University of Montana Missoula:**

- Request for authorization to place the Teaching English as a Second Language option in the English B.A. into moratorium  
[Item #178-1002-LI0418](#) | [Academic Proposal Request Form](#) | [Program Termination/Moratorium Form](#)

### 2. OCHE Approvals

#### **Montana State University Billings:**

- Request for authorization to establish a C.A.S. in Ultrasound Technology  
[Item #178-2701-LI0418](#) | [Academic Proposal Request Form](#) | [Attachment 1](#)

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

- Request for authorization to establish a minor in Sustainability Studies  
[Item #178-2010-LI0418](#) | [Academic Proposal Request Form](#) | [Curriculum Proposal Form](#)

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

- Request for authorization to implement an 8-week scheduling: The 8-week Advantage  
[Item #178-2901-LI0418](#) | [Academic Proposal Request Form](#) | [Attachment 1](#) | [Attachment 2](#) | [Attachment 3](#)

## LEVEL I APPROVAL MEMORANDUM

---

**The University of Montana Missoula:**

- Request for authorization to retitle the General Linguistics option in the English B.A. to Linguistics

[Item #178-1001-LI0418](#) | [Academic Proposal Request Form](#)

April, 2018

ITEM 178-301-L10418

**Request for authorization to place a Medical Assistant A.A.S into moratorium.**

---

**THAT**

Flathead Valley Community College requests authorization from the Montana Board of Regents to place a Medical Assistant associate of applied science program into moratorium.

---

**EXPLANATION**

A strong community need for Medical Assistants, combined with the fact that an A.A.S. degree is not necessary to obtain employment in the field, precipitated this request. This program is being replaced by a C.A.S. program.

---

**ATTACHMENTS**

178-301-L10418\_RF

178-301-L10418\_Term

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-301-L10418

Submission Month or Meeting: **April 2018**

Institution: **Flathead Valley Community College**

CIP Code: **51.0801**

Program/Center/Institute Title: **A.A.S. in Medical Assistant**

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

   **A. Level I:**

**Campus Approvals**

- x** 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- 1b. **Withdrawing a postsecondary educational program from moratorium**
2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
3. **Establishing a B.A.S./A.A./A.S. area of study**
4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

5. **Re-titling an existing postsecondary educational program**
6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary** [360 words maximum]

**What** Flathead Valley Community College is requesting authorization to place the A.A.S. in Medical Assistant into moratorium.

**Why** A strong community need for Medical Assistants, combined with the fact that an A.A.S. degree is not necessary to obtain employment in the field, precipitated this request. This program is being replaced by a C.A.S. program.

**Resources** N/A

**Relationship to similar MUS programs** Great Falls College MSU, Gallatin College, and Highlands College all offer programs in Medical Assistant.

**Montana University System**  
**PROGRAM TERMINATION/MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Medical Assistant A.A.S.**

Program is being   x   Placed into moratorium        Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:   x   N:       

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:   x   N:       

b.) What is the expected graduation date of all students from the program?

May 2019

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:   x   N:       

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:        N:   x  

a.) Have the faculty affected by the program termination/moratorium been notified? Y:        N:       

N/A

b.) Please describe any layoffs that will occur including the date expected?

N/A

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

a.) Internal Curriculum Committees       x

**Montana University System**  
**PROGRAM TERMINATION/MORATORIUM FORM**

b.) Faculty Senate           x          

c.) Program Public Advisory Committee           x          

d.) Articulation Partners           x          

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.) Y:            N:   x

April 2018

ITEM 178-1002-LI0418

**Request for authorization to place the Teaching English as a Second Language option in the English B.A. in moratorium**

---

**THAT**

The University of Montana-Missoula requests authorization from the Montana Board of Regents to place the “Teaching English as a Second Language” option in the English bachelor of arts degree in moratorium.

---

**EXPLANATION**

The University of Montana-Missoula requests to place the English B.A. option “Linguistics – Teaching English as a Second Language” in moratorium, as other offerings at UM-M better serve students who desire to teach English as a second language. The existence of this option in the English B.A. confuses students because it is not a stand-alone route to teaching licensure.

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**ATTACHMENTS**

Academic Proposal Request Form  
Program Termination/Moratorium Form



**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-1002-LI0418 Submission Month or Meeting: April 2018

Institution: University of Montana-Missoula CIP Code: 13.1401

Program/Center/Institute Title: Teaching English as a Second Language option in English B.A. in moratorium

Includes (please specify below): Online Offering \_\_\_\_\_ Options Teaching English as a Second Language

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

x **1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)

\_\_\_\_\_ **1b. Withdrawing a postsecondary educational program from moratorium**

\_\_\_\_\_ **2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**

\_\_\_\_\_ **3. Establishing a B.A.S./A.A./A.S. area of study**

\_\_\_\_\_ **4. Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

\_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**

\_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)

\_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

\_\_\_\_\_ **8. Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

\_\_\_\_\_ **9. Revising a postsecondary educational program** (Curriculum Proposal Form)

\_\_\_\_\_ **10. Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary [360 words maximum]**

**What**

This is a request to place the "Teaching English as a Second Language" option in the English B.A. in moratorium.

**Why**

The University of Montana also offers both a Teaching English as a Second Language teaching minor and a Teaching English as a Second Language certificate program. The teaching minor must accompany a teaching major and leads to licensure through the Phyllis J. Washington College of Education and Human Sciences. The certificate program optimally serves students who wish to teach abroad and, thus, do not require licensure through the state of Montana. Given that these two existing programs fulfill the needs of both licensure-seeking students and non-licensure-seeking students, the English major option in Teaching English as a Second Language is obsolete and should be placed into moratorium.

**Resources**

This is a request for moratorium; no new resources are required.

**Relationship to similar MUS programs**

This moratorium should not have an impact on other programs in the MUS.

**Montana University System**  
**PROGRAM TERMINATION/MORATORIUM FORM**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Linguistics – Teaching English as a Second Language, major option in the English Department**

Program is being   **X**   Placed into moratorium        Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y:        N:   **X**  

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y:        N:       

b.) What is the expected graduation date of all students from the program?

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y:        N:       

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y:        N:   **X**  

a.) Have the faculty affected by the program termination/moratorium been notified? Y:        N:

**Montana University System**  
**PROGRAM TERMINATION/MORATORIUM FORM**

b.) Please describe any layoffs that will occur including the date expected?

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

a.) Internal Curriculum Committees                        X     

b.) Faculty Senate                                        X     

c.) Program Public Advisory Committee              NA   

d.) Articulation Partners                            NA   

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)      Y: \_\_\_\_\_ N:   X

**April, 2018**

**ITEM 178-2701-LI0418**

**Item Name:** Request for authorization to establish a C.A.S. in Ultrasound Technology

---

**THAT:** Request for authorization for Montana State University Billings to offer the Certificate of Applied Science in Ultrasound Technology program under Board of Regents provisions for a Temporary Approval of a Certificate of Applied Science.

---

**EXPLANATION:** City College Montana State University Billings plans to offer a 12-month Ultrasound Technology Certificate of Applied Science degree for licensed/certified health professionals. This is an expedited request because it comes at the request of local hospitals who desperately need this program. Online didactic and in-person laboratory portions of the program will be completed at City College. Clinical internships will be conducted at Billings Clinic, St. Vincent's Healthcare and other clinical sites. The program targets students in Montana, Wyoming, North and South Dakota. This program will not affect other existing MSU Billings programs.

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**ATTACHMENTS**

ACADEMIC PROPOSAL FORM

CURRICULUM PROPOSAL FORM

CURRICULUM PROPOSAL FORM APPENDIX A: Curriculum and Letters of Support

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-2701-LI0418 Submission Month or Meeting: April, 2018

Institution: Montana State University  
Billings CIP Code: 51.0910

Program/Center/Institute Title: Certificate of Applied Science in Ultrasound Technology

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- \_\_\_\_\_ **1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **1b. Withdrawing a postsecondary educational program from moratorium**
- \_\_\_\_\_ **2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- \_\_\_\_\_ **3. Establishing a B.A.S./A.A./A.S. area of study**
- \_\_\_\_\_ **4. Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- \_\_\_\_\_ **5. Re-titling an existing postsecondary educational program**
- \_\_\_\_\_ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- \_\_\_\_\_ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- \_\_\_\_\_ **8. Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- \_\_\_\_\_ **9. Revising a postsecondary educational program** (Curriculum Proposal Form)
- X **10. Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary** [360 words maximum]

**What** City College Montana State University Billings will offer a 12-month Ultrasound Technology Certificate of Applied Science degree for licensed/certified health professionals. Online didactic and in-person laboratory portions of the program will be completed at City College. Clinical internships will be conducted at Billings Clinic, St. Vincent's Healthcare and other clinical sites. The program targets students in Montana, Wyoming, North and South Dakota. This program will not affect other existing MSU Billings programs.

**Why** Ultrasound is one of the chief imaging modalities used in medical facilities to diagnose and treat disease without ionizing radiation. Billings, MT is the medical hub for Montana, Wyoming, North Dakota and South Dakota; therefore, it is logical to establish the Ultrasound Technology CAS at City College. A core mission and theme of MSUB is to meet the changing needs of our students and employers within the region (e.g., Economic Community Enhancement/Enhancing the Community). City College has access to appropriate clinical facilities in Billings and has the necessary academic support, faculty expertise and equipment by which to offer this program.

**Resources** City College has acquired and installed all equipment necessary for the program. All necessary equipment was donated by local hospitals or has been purchased via Perkins Grant funding. Current equipment includes a GE LogicQ 9 ultrasound machine, a portable Sonosite US machine, five transducers, and nine US videos/books describing how to perform ABD, OB/GYN, and vascular ultrasound. Some funding will be needed for purchase of more videos and ultrasound reference textbooks to be housed in the City College library in the near future. Laboratory space availability at City College MSU Billings has been identified as Room 200 in the Health Science building. Classroom space will be scheduled depending on room availability.

**Relationship to similar MUS programs** The Ultrasound Technology Certificate of Applied Science to be offered by City College will be unique in the State of Montana.

**City College Montana State University Billings Certificate of Applied Science (CAS) in Ultrasound Technology Programs**

Ultrasound Technology, also known as diagnostic medical sonography (DMS), ultrasonography or ultrasound, is a rapidly growing, dynamic medical field. As part of the healthcare team, diagnostic medical sonographers perform ultrasound examinations utilizing specialized equipment to assist with patient care.

Skills required by a sonographer include the following:

- Detailed knowledge of anatomy and physiology.
- Understanding of various disease processes and medical conditions.
- Ability and knowledge to perform a wide variety of examinations.
- Knowledge and ability to properly use ultrasound equipment.
- Knowledge of ultrasound physics and imaging principles
- Work effectively as members of the healthcare team.
- Exhibit good communication and critical analysis skills.

Upon successful completion of the ultrasound program(s), graduates can be considered candidates for examination given by the American Registry of Diagnostic Medical Sonographers (ARDMS) and/or the American Registry of Radiologic Technologists (ARRT) S.

*According to the Bureau of Labor Statistics, U.S. Department of Labor, employment of ultrasound technologists is projected to grow 24% from 2014-2024, faster than the average for all occupations. The number of ultrasound jobs in 2014 was 112,700 and this is expected to increase to 140,300 jobs by 2024. Healthcare demand for ultrasound technologists in Montana, Wyoming, North Dakota and South Dakota will be driven by the same factors that have driven increased demand for ultrasonographers nationwide.*

The need for an ultrasound program in Billings, MT and the surrounding four state region is great. Ultrasound is one of the chief imaging modalities that is used in clinics, obstetrician's offices, and hospitals of all sizes to diagnose and treat disease without the use of ionizing radiation. Because Billings MT is the medical hub for Montana, Wyoming, North Dakota and South Dakota, it is logical to establish the Ultrasound Program at City College Montana State University Billings. City College has the necessary academic support, faculty expertise and equipment by which to offer this program in a hybrid-learning format. ***In addition, Billings Clinic and St. Vincent's Healthcare Radiology Directors both submitted a letter requesting the***



***development of an ultrasound program and the rationale for their request. Those letters are contained in this document.***

Graduates of the program(s) will gain practical, hands on education in ultrasound scanning techniques and will be exposed to the underlying physics of ultrasonography, enabling prospective students to successfully pass the American Registry of Diagnostic Medical Sonographers (ARDMS) and/or the American Registry of Radiologic Technologists (ARRT) Sonography (S) registry examinations, respectively, and gain successful employment in the field.

This program is a natural extension of the existing Radiologic Technology Program, and complements the existing Nursing, Paramedic and Graduate Athletic Training Program at City College Montana State University Billings. There also is interest from Rocky Mountain College for the Physician Assistant (PA) students to gain training and experience in ultrasonography via our program.

Students will be able to earn a Certificate of Applied Science in Ultrasound Technology, which is intended for working professionals. The certificate program does not contain any prerequisites.

Local and regional hospitals, clinics and health centers will benefit from a properly trained workforce in ultrasound technology. The dedication of City College to the development of a skilled workforce in healthcare and to provide an opportunity to meet a variety of career choices will be expanded and enhanced by the proposed Ultrasound Technology program. A core value of City College MSU Billings is to meet the changing needs of our student based on the demands of employment opportunities within the region. These proposed programs will provide opportunities for our graduates to seek employment in the ever-growing field of ultrasound technology.

There are not any ultrasound programs in Montana, so there will not be any direct competition with other programs in the state. There is an accredited ultrasound program at Laramie County Community College in Cheyenne, WY, which is 452 miles away, and at Southeast Technical Institute in Sioux Falls, SD, which is 660 miles away. There are not any ultrasound programs in North Dakota.

Billings Clinic and St. Vincent's Healthcare Radiology Director Letter of Support for a Sonography Program.



Dear Dr. White,

October 1, 2016

I am delighted to write this letter of support and request that the City College develop and implement a Diagnostic Medical Ultrasound program.

I have been involved with the School of Radiologic Technology since its inception and believe that it embodies some of the best principles of advanced medical education. This cooperative venture program with our organization has proven to be highly successful, has met and exceeded the technologic demands of the local community, the surrounding states along with promoting career paths and personal growth for all of the students recruited. The Radiologic Technology program is a classic example of how what is sown can return a hundredfold.

Given my direct observation with the profession and job market, it's only logical to expand into the Diagnostic Medical Ultrasound training / market. This field is vastly growing in all areas of sonography including general abdominal, obstetrical, vascular, breast, neonate cranial and cardiac. There is an acute shortage of skilled sonographers and in fact, I recently have had job postings for over 16 - 20 months before I received applications. Moving forward with this program will open doors for the individual student, their family, their friends, the science and will benefit medical organizations along with the patient.

This may seem a little over the top for a typical support letter, but it is at the heart of what I believe that advanced medical education is all about-helping individuals achieve their potential. And the first step is helping the college realize that what seemed to be locked is only closed and can be opened by their own efforts.

I hope that you will invest in this program and help it grow and flourish. I know that if you do, you will also derive tremendous satisfaction from the highly skilled graduates, the stories of success, community endorsement, of personal growth and change that are what the Diagnostic Medical Ultrasound program is all about.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael T. Wright", written over a horizontal line.

Michael T. Wright  
Administrative Director  
Department of Radiology Services

2800 Tenth Avenue North - P.O. Box 37000 Billings, Montana 59107-7000 Billings Clinic Hospital (406) 657-4000 Billings Clinic (406) 238 2500 [www.billingsclinic.com](http://www.billingsclinic.com)

Victor,

Over the past five years we have struggled locating, hiring and retaining Ultrasound Techs. What is unfortunate is we must hire these individuals from outside Montana since there isn't an Ultrasound program in our state. Often times, these people come work at our facility to gain experience and after a few years, they move away taking that training and experience with them. This leaves our department frequently short staffed and constantly training new hires.

There is a big demand for these professionals and it is a very good paying job with several career opportunities.

If there were an in-state Ultrasound program, it would be a huge help to our staffing dilemma at St. Vincent Healthcare.

Our department would be more than willing to participate in the training of these individuals by providing the clinical experience as we currently provide for the Radiology students.

I would love to participate in any planning for a program like this. Please don't hesitate to contact me for further discussion or questions.

Thanks,

Eric

**Eric Pollard, RT (R)(CT)(MR) CRA**

Director, Virtual Health & Radiology Services

St. Vincent Healthcare

1233 North 30<sup>th</sup> Street

Billings, MT 59101

P: 406-237-4334

[eric.pollard@svhs.net](mailto:eric.pollard@svhs.net)

[www.svh.org](http://www.svh.org)





April, 2018

**ITEM 178-2010-LI0418**

Request for authorization to offer a Sustainability Minor

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**THAT**

Request for authorization to establish a minor in Sustainability Studies to be housed by Liberal Studies in the College of Letters & Science. The minor is designed to encourage undergraduate students from any discipline to explore the three pillars of sustainability (economic, environmental, soci-cultural) beyond course work in their major. The minor will require a minimum of 21 credits, with credits coming from each of the three areas, with a least 9 credits unique to the minor. An interdisciplinary undergraduate Sustainability minor will enhance the value of undergraduate degrees by identifying students who have taken initiative to learn and experience the integration of economic, social, cultural, and environmental sustainability within their disciplines

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**EXPLANATION**

The Sustainability Minor will allow students to further differentiate their degree and make them more attractive candidates to potential employers. Additionally, there are a variety of sustainability service learning projects available on the MSU campus and in the State of Montana community through which students will have an opportunity to analyze real-world sustainability challenges and implement solutions. Examples of service learning projects include but are not limited to campus sustainability videos created by undergraduate marketing students, optimization of recycling processes by industrial engineering students, commuter solutions projects by engineering students, energy conservation research projects as well as internships with the Office of Sustainability, the City of Bozeman and across the State of Montana. The minor will align with the institution's mission of engagement and outreach and to providing students with experience that prepares them for their careers.

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**ATTACHMENTS**

Academic request form  
Curriculum Proposal Form

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

- 1. Overview of the request and resulting changes.** Provide a one-paragraph description of the proposed program. Will this program be related or tied to other programs on campus? Describe any changes to existing program(s) that this program will replace or modify. *[100 words]*

The Sustainability Minor is designed to encourage undergraduate students from any discipline to explore the three pillars of sustainability (economic, environmental and social) beyond course work in their major. The minor will require a minimum of 21 credits, with credits coming from each of the three areas, with at least 9 credits unique to the minor. The student's major advisor must certify that the coursework is complete. The Sustainability Minor will be administered by the Liberal Studies Program to complement and expand upon its other interdisciplinary majors and minors, and specifically to complement and align with the Environmental Studies major. The Liberal Studies Program works across departments at Montana State University to promote and foster interdisciplinary studies. With support from Liberal Studies, MSU is positioned to prepare students to understand and address sustainability challenges. An interdisciplinary undergraduate Sustainability minor will enhance the value of undergraduate degrees by identifying students who have taken initiative to learn and experience the integration of economic, social and environmental sustainability within their disciplines. The Sustainability Minor is supported by the Institute on Ecosystems (IoE), College of Agriculture, College of Engineering, College of Education, Health and Human Development, College of Letters and Science, College of Arts & Architecture, the Jake Jabs College of Business and Entrepreneurship and the Office of Sustainability.

- 2. Relation to institutional strategic goals.** Describe the nature and purpose of the new program in the context of the institution's mission and core themes. *[200 words]*

The Sustainability Minor fits well within the Liberal Studies Program and the Office of Sustainability. Courses from many departments and disciplines will qualify for the Minor, bringing those departments closer together in their efforts to promote interdisciplinary research related to sustainability.

There will be no changes required to existing programs, and this Minor will greatly enhance the offerings by Liberal Studies, and MSU more widely. The broader impacts and benefits associated with the establishment of the Sustainability Minor are significant and far-reaching. Foremost, the Minor will support MSU's Strategic Goals by preparing graduates to meet the challenges of tomorrow.

In general, the minor meets the institution's mission in the following ways:

- Continue to advance knowledge and improve society in a nationally relevant topic by promoting sustainable stewardship.
- Solidify MSU's reputation for excellence in undergraduate education and training and increase student retention and recruitment.
- Prepare the next generation of students to be informed leaders and decision makers, through development of knowledge-based critical thinking skills, hands-on learning, and good communication skills.
- Increase faculty prominence in research and education through partnerships with local and regional resource management and "green" partners and broader coordinated outreach.
- Focus attention on MSU's goal to responsibly manage its human, physical, economic and environmental resources in an open and sustainable manner.
- Contribute to the objective to increase the number of students completing interdisciplinary programs 30 percent by 2019.
- Allow students to bundle existing courses that Liberal Studies students are already taking (for example, "Energy and

**Montana Board of Regents  
CURRICULUM PROPOSAL FORM**

Sustainability,” “Introduction to Sustainable Food,” “Issues in Sustainability) for an official minor.

- Complement offerings in existing majors such as the M.S. in Environmental Engineering, the Ph.D. in Engineering with the Environmental Engineering option and the M.S. and Ph.D. in Land Resources & Environmental Science.
- Complement the work carried out by the Sustainability Director on the MSU campus
- Contribute to the Sustainability Advisory Council at MSU

Specifically, the minor meets MSU’s mission and core themes in the following way:

- Learning (Objective L.1 and L.3)
- Engagement (Objective E.1, E.2 and E.3)
- Integration (Objective I.1 and I.2)
- Stewardship (Objective S.3 and S. 4)

**3. Process leading to submission.** Briefly detail the planning, development, and approval process of the program at the institution. *[100 words]*

Since 2008, the minor in Sustainability has been reviewed by different groups at MSU from the Campus Sustainability Advisory Council to ASMSU Sustainability Center, Office of Sustainability (reporting to Terry Leist) and the Institute on Ecosystems. In 2016 Dean Rae tasked the director of Liberal Studies to revise and resubmit the minor and the Intent to Plan was submitted to the MUS system. University of Montana responded and the plan was adjusted accordingly and resubmitted.

**4. Program description.** Please include a complete listing of the proposed new curriculum in Appendix A of this document.

a. List the program requirements using the following table.

	Credits
Credits in required courses offered by the department offering the program	3
Credits in required courses offered by other departments	18
Credits in institutional general education curriculum	0
Credits of free electives	0
Total credits required to complete the program	21

b. List the program learning outcomes for the proposed program. Use learner-centered statements that indicate what students will know, be able to do, and/or value or appreciate as a result of completing the program.

- Students will develop systemic or holistic thinking
- Students will be able to integrate perspectives from different fields
- Students will develop skills such as problem solving, creative thinking, teamwork
- Students will be able to think critically about sustainability on local, regional and global scales

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

5. **Need for the program.** To what specific student, regional, and statewide needs is the institution responding to with the proposed program? How will the proposed program meet those needs? Consider workforce, student, economic, societal, and transfer needs in your response as appropriate. *[250 words]*

The Sustainability Minor responds to a need identified by students to have sustainability-related coursework recognized through an official Minor. The Minor will help structure the undergraduate experience, facilitate students' access to sustainability focused courses, and will provide motivation to explore questions of sustainability through multiple disciplines.

The Sustainability Minor will allow students to further differentiate their degree and make them more attractive candidates to potential employers. Sustainability is increasingly listed as an important factor in how students are choosing colleges and universities. Additionally, there are a variety of sustainability service learning projects available on the MSU campus and in the State of Montana through which students will have an opportunity to analyze real-world sustainability challenges and implement solutions. Examples of service learning projects include but are not limited to campus sustainability videos created by undergraduate marketing students, optimization of recycling processes by industrial engineering students, commuter solutions projects by engineering students, energy conservation research projects as well as internships with the Office of Sustainability, the City of Bozeman, and across the State of Montana. The need for this minor at MSU is also motivated by requests from students who are interested in packaging together a thematic thread of existing courses to allow them to better understand and address the many sustainability related needs of our society. The minor will be designed to support students who are already enrolled in majors or conducting work in areas such as environmental science, environmental engineering, various agriculture, land resources and business programs, health and human development majors, liberal studies—environmental studies majors, and opportunities available thru several of our research Centers and Institutes.

The Office of Sustainability and faculty members of the Campus Sustainability Advisory Council (CSAC) have received numerous requests from undergraduate students for a Sustainability Minor. Kristin Blackler, Director of the Office of Sustainability, estimates that she receives an average of five student requests for sustainability courses and programs per week. She has seen a doubling of student research projects focused on campus sustainability in the past year. Based on these requests, approximately 50-70 students are expected to enroll in the Minor when it is announced. At present, students have to navigate an overwhelming array of classes throughout every college on campus, the Sustainability Minor will allow advisors to help students plan and choose courses and provide students the opportunity to enhance their existing field of study.

This need is supported by the International Society of Sustainability Professionals (<http://www.sustainabilityprofessionals.org/system/files/ISSP-Article1-final.pdf>). They note that in 2009 25 percent of respondents to "MIT Sloan Management Review's sustainability survey of global corporate leaders" said they were increasing their commitment to sustainability. In the 2010 survey, the number climbed to 60 percent, and nearly 70 percent of respondents predicted that their organizations would step up investment in 2011.

6. **Similar programs.** Use the table below to identify and describe the relationship between any similar programs within the Montana University System.



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CURRICULUM PROPOSAL FORM**

Institution Name	Degree	Program Title
University of Montana	minor	Climate Change Studies
Montana State University-Billings	Industry Program	Sustainable Energy Technician

- a. If the proposed program substantially duplicates another program offered in the Montana University System, provide a rationale as to why any resulting duplication is a net benefit to the state and its citizens. [200 words]
  
- b. Describe any efforts that were made to collaborate with similar programs at other institutions. If no efforts were made, please explain why. [200 words]

Faculty and administrators at MSU and UM participated in a conference call on April 6, 2017 to discuss similarities between MSU’s proposed Sustainability minor and the existing Climate Change Studies minor at UM. It was observed that the existing UM minor and the proposed MSU minor both strengthen existing academic programs at the respective institutions, support the missions of both institutions and add educational and outreach value to students at both institutions. Areas of overlap also were discussed. The administrators and faculty agreed to continue discussions during the detailed proposal preparation phase to coordinate cooperation in areas of overlap and to more fully explore opportunities for collaboration between the two campuses in this important area.

In addition, as a result of that conversation, **section 3 and 4** of the original intent to plan document were updated to reflect our conversation and the I2P was resubmitted. There is a long tradition of environmental research conducted by both UM and MSU. MSU recognizes and respects the fact that UM has demonstrated leadership in sustainability education and operations and affirm that we would welcome the opportunity to work with UM faculty as we move forward in developing this minor.

**7. Implementation of the program.** When will the program be first offered? If implementation will occur in phases, please describe the phased implementation plans. [100 words]

The minor will be available to students upon approval.

- a. Complete the following table indicating the projected enrollments in and graduates from the proposed program.

Fall Headcount Enrollment					Graduates				
AY_18__	AY_19__	AY_20__	AY_21__	AY_22__	AY19__	AY20__	AY21__	AY22__	AY_23__
20	30	60	70	90	10	15	20	30	35

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

- b. Describe the methodology and sources for determining the enrollment and graduation projections above. *[200 words]*

The Office of Sustainability and faculty members of the Campus Sustainability Advisory Council (CSAC) have received numerous requests from undergraduate students for a Sustainability Minor. Kristin Blackler, Director of the Office of Sustainability, estimates that she receives an average of five student requests for sustainability courses and programs per week. She has seen a doubling of student research projects focused on campus sustainability in the past year. Based on these requests, approximately 20-40 students are expected to enroll in the Minor when it is announced. At present, students have to navigate an overwhelming array of classes throughout every college on campus, the Sustainability Minor will allow advisors to help students plan and choose courses and provide students the opportunity to enhance their existing field of study.

- c. What is the initial capacity for the program? The program already exists in as much as the courses are already being offered. The Liberal Studies foundational course in Sustainability Studies, LS 103, will serve as the catalyst for students in their pursuit of this minor across multiple departments.

8. **Program assessment.** How will success of the program be determined? What action would result if this definition of success is not met? *[150 words]*

The success of the program will be measured by how well students meet the program learning outcomes and progress toward completion of the minor. Upon completion of the program, students will:

- Develop systemic or holistic thinking
- Integrate perspectives from different fields
- Develop skills such as problem solving, creative thinking, teamwork
- Think critically about sustainability on local, regional and global scales

Annually, the Liberal Studies team, along with members of the Sustainability office, will meet to assess how students are meeting program learning outcomes. The assessment will include the following:

- An evaluation of samples of student work in identified courses;
- An annual survey of students' experiences in the program, focusing on how well the program is meeting student's needs, challenges in content and format of program;
- A record of how many students seek information and how many students enroll;
- A record of percentages of students who complete the minor;
- A record of timeframes in which students complete the minor.

- a. Describe the assessment process that will be used to evaluate how well students are achieving the intended learning outcomes of the program. When will assessment activities occur and at what frequency? *[150 words]*

An assessment plan will be developed for the minor. Different skills will be measured and evaluated each year.

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

- b. What direct and indirect measures will be used to assess student learning? *[100 words]*

Direct assessment: Assessment plan with student outcomes will be assessed every year. Student course evaluations, DFW rate, retention in minor.

Indirect: Student conversations with advisors, success in other courses.

- c. How will you ensure that the assessment findings will be used to ensure the quality of the program? *[100 words]*

Findings will be used to improve program for next academic year.

- d. Where appropriate, describe applicable specialized accreditation and explain why you do or do not plan to seek accreditation. *[100 words]*

**9. Physical resources.**

- a. Describe the existing facilities, equipment, space, laboratory instruments, computer(s), or other physical equipment available to support the successful implementation of the program. What will be the impact on existing programs of increased use of physical resources by the proposed program? How will the increased use be accommodated? *[200 words]*
- b. List needed facilities, equipment, space, laboratory instruments, etc., that must be obtained to support the proposed program. (Enter the costs of those physical resources into the budget sheet.) How will the need for these additional resources be met? *[150 words]*

**10. Personnel resources.**

- a. Describe the existing instructional, support, and administrative resources available to support the successful implementation of the program. What will be the impact on existing programs of increased use of existing personnel resources by the proposed program? How will quality and productivity of existing programs be maintained? *[200 words]*

Students will have access to director and advisor in Liberal Studies as well as CLS professional advisors. Because most students in the minor will already be following the curriculum of existing majors in related fields, we don't expect any impact on current course offerings.

No new personnel must be hired to support the proposed program. The FTE in the Administrative Personnel section is already allocated. The Director of the Liberal Studies program as well as the Professional Advisor will be working with faculty, staff and students on delivery and advising for minor.

- b. Identify new personnel that must be hired to support the proposed program. (Enter the costs of those personnel resources into the budget sheet.) What are the anticipated sources or plans to secure the needed qualified faculty and staff? *[150 words]*

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

As stated above, no new personnel must be hired to support the proposed program. The FTE in the Administrative Personnel section is already allocated. The Director of the Liberal Studies program as well as the Professional Advisor will be working with faculty, staff and students on delivery and advising for minor.

**11. Other resources.**

- a. Are the available library and information resources adequate for the proposed program? If not, how will adequate resources be obtained? *[100 words]*

Yes.

- b. Do existing student services have the capacity to accommodate the proposed program? What are the implications of the new program on services for the rest of the student body? *[150 words]*

Yes.

**12. Revenues and expenditures.** Describe the implications of the new program on the financial situation of the institution. *[100 words]*

- a. Please complete the following table of budget projections using the corresponding information from the budget template for the first three years of operation of the new program.

	Year 1	Year 2	Year 3
Revenues	\$0	\$0	\$0
Expenditures	\$0	\$0	\$0
Net Revenue (revenues-expenditures)	\$0	\$0	\$0

- b. Describe any expenses anticipated with the implementation of the new program. How will these expenses be met? *[200 words]*
- i. If funding is to come from the reallocation of existing state appropriated funds, please indicate the sources of the reallocation. What impact will the reallocation of funds in support of the program have on other programs? *[150 words]*
  - ii. If an increase in base funding is required to fund the program, indicate the amount of additional base funding and the fiscal year when the institution plans to include the base funding in the department's budget.

**Montana Board of Regents  
CURRICULUM PROPOSAL FORM**

- iii. If the funding is to come from one-time sources such as a donation, indicate the sources of other funding. What are the institution's plans for sustaining the program when that funding ends? [150 words]
- iv. Describe the federal grant, other grant(s), special fee arrangements, or contract(s) that will be valid to fund the program. What does the institution propose to do with the program upon termination of those funds? [150 words]

**13. Student fees.** If the proposed program intends to impose new course, class, lab, or program fees, please list the type and amount of the fee.

**14. Complete the budget template below with the following information:**

- Indicate all resources needed including the planned FTE enrollment, projected revenues, and estimated expenditures for the first three fiscal years of the program.
- Include reallocation of existing personnel and resources and anticipated or requested new resources.
- Amounts should reconcile subsequent pages where budget explanations are provided.

Signature/Date

**College or School Dean:**



**Chief Academic Officer:**

**Chief Executive Officer:**

**Flagship Provost\*:**  4-17-18

**Flagship President\*:**  for Waxed Cruzado 4-24-18

\*Not applicable to the Community Colleges.

**Montana Board of Regents  
CURRICULUM PROPOSAL FORM**

**I. PROJECTED STUDENT ENROLLMENT**

	FY <u>19</u>		FY <u>20</u>		FY <u>21</u>	
	FTE	Headcount	FTE	Headcount	FTE	Headcount
Projected enrollments	<u>8</u>	<u>20</u>	<u>12</u>	<u>30</u>	<u>24</u>	<u>40</u>

**II. REVENUE**

	FY <u>19</u>		FY <u>20</u>		FY <u>21</u>	
	On-going	One-time	On-going	One-time	On-going	One-time
1. New Appropriated Funding Request	_____	_____	_____	_____	_____	_____
2. Institution Funds	_____	_____	_____	_____	_____	_____
3. Federal	_____	_____	_____	_____	_____	_____
4. New Tuition Revenues from Increased Enrollments	_____	_____	_____	_____	_____	_____
5. Student Fees	_____	_____	_____	_____	_____	_____
6. Other (i.e., Gifts)	_____	_____	_____	_____	_____	_____
<b>Total Revenue</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

*Ongoing is defined as ongoing operating budget for the program which will become part of the base.*

*One-time is defined as one-time funding in a fiscal year and not part of the base.*

**III. EXPENDITURES**

	FY <u>19</u>		FY <u>20</u>		FY <u>21</u>	
	On-going	One-time	On-going	One-time	On-going	One-time
<b>A. Personnel Costs</b>						
1. FTE	_____	_____	_____	_____	_____	_____
2. Faculty	_____	_____	_____	_____	_____	_____
3. Adjunct Faculty	_____	_____	_____	_____	_____	_____
4. Graduate/Undergrad Assistants	_____	_____	_____	_____	_____	_____
5. Research Personnel	_____	_____	_____	_____	_____	_____

**Montana Board of Regents  
CURRICULUM PROPOSAL FORM**

6. Directors/Administrators						
7. Administrative Support Personnel (currently allocated; not new)	.10 FTE		.10 FTE		.10 FTE	
8. Fringe Benefits						
9. Other:						
<b>Total Personnel and Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	FY 19		FY 20		FY 21	
	On-going	One-time	On-going	One-time	On-going	One-time
<b>B. Operating Expenditures</b>						
1. Travel						
2. Professional Services						
3. Other Services						
4. Communications						
5. Materials and Supplies						
6. Rentals						
7. Materials & Goods for Manufacture & Resale						
8. Other:						
<b>Total Operating Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	FY 19		FY 20		FY 21	
	On-going	One-time	On-going	One-time	On-going	One-time
<b>C. Capital Outlay</b>						
1. Library Resources						
2. Equipment						
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Montana Board of Regents  
CURRICULUM PROPOSAL FORM**


	FY <u>19</u>		FY <u>20</u>		FY <u>21</u>	
	On-going	One-time	On-going	One-time	On-going	One-time
<b>D. Capital Facilities Construction or Major Renovation</b>	_____	_____	_____	_____	_____	_____

	FY <u>19</u>		FY <u>20</u>		FY <u>21</u>	
	On-going	One-time	On-going	One-time	On-going	One-time
<b>E. Other Costs</b>						
1. Utilities	_____	_____	_____	_____	_____	_____
2. Maintenance & Repairs	_____	_____	_____	_____	_____	_____
3. Other: _____	_____	_____	_____	_____	_____	_____
<b>Total Other Costs</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

**TOTAL EXPENDITURES:** \$0    \$0    \$0    \$0    \$0    \$0

**Net Income (Deficit)** \_\_\_\_\_ \$0    \$0    \$0    \$0    \$0    \$0

The signature of the campus Chief Financial Officer signifies that he/she has reviewed and assessed the fiscal soundness of the proposal and provided his/her recommendations to the Chief Academic Officer as necessary.



\_\_\_\_\_  
Campus Chief Financial Officer Signature

Chief Financial Officer comments:



**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

**Appendix A – Proposed New Curriculum**

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-2010-LI0418 Submission Month or Meeting: April, 2018

Institution: Montana State University CIP Code: 30.3301

Program/Center/Institute Title: Sustainability Studies-Liberal Studies

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

X **A. Level I:**

**Campus Approvals**

- 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- 1b. **Withdrawing a postsecondary educational program from moratorium**
- 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- 3. **Establishing a B.A.S./A.A./A.S. area of study**
- 4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- 5. **Re-titling an existing postsecondary educational program**
- 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- X        8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
- 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary [360 words maximum]**

**What**

Sustainability Studies

**Why**

The Sustainability Minor responds to a need identified by students to have sustainability-related coursework recognized through an official Minor. The Minor will help structure the undergraduate experience, facilitate students' access to sustainability focused courses, and will provide motivation to explore questions of sustainability through multiple disciplines.

The minor will allow students to further differentiate their degree and make them more attractive candidates to potential employers. Additionally, there are a variety of sustainability service learning projects available on the MSU campus and in the state of Montana through which students will have an opportunity to analyze real-world sustainability challenges and implement solutions. Examples of service learning projects include but are not limited to campus sustainability videos created by undergraduate marketing students, optimization of recycling processes by industrial engineering students, commuter solutions projects by engineering students, energy conservation research projects as well as internships with the Office of Sustainability, the City of Bozeman, and across the State of Montana. The minor will align with the institution's mission of engagement and outreach and to providing students with experience that prepares them for their careers.

**Resources**

The Liberal Studies online and on-campus advisors will devote currently allocated FTE towards this minor. No new FTE will be assigned to them.

**Relationship to similar MUS programs**

The Sustainability Minor is similar to the Climate Change Studies Minor at UM (<http://www.umt.edu/catalog/colleges-schools-programs/forestry-and-conservation/climate-change-studies/minor-climate-change-studies/default.php>) at the University of Montana. The Climate Change Studies Minor, the first of its kind in the US, was created to educate students about the scientific, societal and political challenges and opportunities related to climate change. It is broad

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

based and solutions focused. UM demonstrated leadership in creating this program. Our proposed Sustainability Minor is different in that it helps students navigate existing courses rather than creating a new program designed to educate students about climate change. Climate change will be discussed, but is not the focus of the Sustainability Minor. MSU-Billings' Industry Program houses a Sustainable Energy Technician program.

April 2018

## ITEM 178-2901-LI0418

### Request for authorization to implement an 8-week scheduling: The 8-week Advantage

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#### **THAT**

Great Falls College MSU is requesting authorization from the Montana Board of Regents to implement 8-week scheduling throughout general studies courses fall semester 2018, with all campus programs converted by fall semester 2019.

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#### **EXPLANATION**

As part of the Montana University System's (MUS) involvement in the National Association of System Heads *Taking Student Success to Scale: High Impact Practices* (NASH HQHIPS) GFC MSU is focused on creating learning communities supported by an 8-week schedule. The 8-Week Advantage has been designed using high quality, high impact practices focused upon increasing retention, on-time graduation and overall student success.

Additionally, the 8-Week Advantage incorporates elements of the Complete College America/Complete College Montana (CCA/CCM) initiative, and The Momentum Pathway Scale Project. Those elements include "game changers" such as co-requisite developmental education, critical path courses, 15 to 30 credits to finish a degree, meta-majors and proactive advising.

We want our students to enter with a clear **purpose**, have a **path** and **plan** to meet their educational goals. Our 8-week scheduling initiative differs from UM Western's Experience One (X-1) in that we are focused on developing learning communities and supportive strategies designed to improve student success.

The 8-week model is not new to GFC MSU. Over the past two years, the program served as a pilot initiative on campus before being brought to scale. The 8-Week Advantage gives students the opportunity to focus on two to three courses in each 8-week section, which will lead to earning more credits and faster completion, saving students both time and money. Through more condensed scheduling, students will build stronger connections with their faculty and classmates, engage in more hands-on experiences in class and in the community, as well as have access to more research opportunities.

The 8-Week Advantage creates fixed, more predictable course scheduling, which brings consistency for students with jobs and families, and also for dual enrollment students who are involved in sports and other extra-curricular activities.

The college held several open forums and provided a press release to encourage input and communicate the changes.

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#### **ATTACHMENTS**

Academic Proposal Request Form

Attachment 1

Attachment 2

Attachment 3

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-2901-2901-LI0418 Submission Month or Meeting: April 2018

Institution: Great Falls College MSU CIP Code: N/A

Program/Center/Institute Title: 8 Week Advantage

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

     **A. Level I:**

**Campus Approvals**

- 1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- 1b. Withdrawing a postsecondary educational program from moratorium**
- 2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- 3. Establishing a B.A.S./A.A./A.S. area of study**
- 4. Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- 5. Re-titling an existing postsecondary educational program**
- 6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- 7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- 8. Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- X 9. Revising a postsecondary educational program** (Curriculum Proposal Form)
- 10. Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary [360 words maximum]**

Great Falls College MSU is notifying the Montana Board of Regents that it will implement 8-week scheduling throughout general studies courses fall semester 2018, with all campus programs converted by fall semester 2019.

As part of the Montana University System's (MUS) involvement in the National Association of System Heads *Taking Student Success to Scale: High Impact Practices* (NASH HQHIPS) GFC MSU is focused on creating learning communities supported by an 8-week schedule. The 8-Week Advantage has been designed using high quality, high impact practices focused upon increasing retention, on-time graduation and overall student success.

Additionally, the 8-week advantage incorporates elements of the Complete College America/Complete College Montana (CCA/CCM) initiative, The Momentum Pathway Scale Project. Those elements include "game changers" such as co-requisite developmental education, critical path courses, 15 to 30 credits to finish a degree, meta-majors and proactive advising.

We want our students to enter with a clear **purpose**, have a **path** and **plan** to meet their educational goals. Our 8-week scheduling initiative differs from UM Western's Experience One (X-1) in that we are focused on developing learning communities and supportive strategies designed to improve student success.

The 8-week model is not new to GFC MSU. Over the past two years, the program served as a pilot initiative on campus before being brought to scale. The 8-Week Advantage gives students the opportunity to focus on two to three courses in each 8-week section, which will lead to earning more credits and faster completion, saving students both time and money. Through more condensed scheduling, students will build stronger connections with their faculty and classmates, engage in more hands-on experiences in class and in the community, as well as have access to more research opportunities.

The 8-Week Advantage creates fixed, more predictable course scheduling, which brings consistency for students with jobs and families, and also for dual enrollment students who are involved in sports and other extra-curricular activities.

The college held several open forums and provided a press release to encourage input and communicate the changes.

# SCALING UP HIGH QUALITY HIGH IMPACT PRACTICES LEADING TO INCREASED RETENTION AND COMPLETION: 8-WEEK BLOCK SCHEDULING

Great Falls College Montana State University  
March 1, 2018

## Introduction

Our first time, full-time graduation rates cited (at this writing) by the Montana Office of the Commissioner of Higher Education (OCHE) are cited in the table below. We absolutely must do better.

**Table 1: Fall 2014 First-Time, Full-Time Cohort Graduation Rates**

	1 year	2 years	3 years
Certificate Seekers	26.7%	36.7%	43.3%
Associate Seekers	1.4%	6.5%	16.7%
Total	6.0%	11.9%	21.4%

## Overview

As part of the Montana University System's (MUS) involvement in the National Association of System Heads *Taking Student Success to Scale: High Impact Practices* (NASH HQHIPS) initiative, we are converting to block scheduling, a high quality high impact model to support retention and completion. This brief overview outlines the basic premise of our college-wide foundational vision for success: ***Every student will have a purpose, plan and path for on-time completion.***

Our NASH HQHIPS initiative is based upon an extremely successful 2016-2017 pilot where we formed small learning communities supported by an 8-week block schedule. Our current objective is to bring to full scale learning communities supported by the 8-week block schedule. Based upon results noted in our pilot, these variables support the our students' success:

- Fixed and predictable classroom meeting times allowing students (especially students juggling part-time jobs, families and school) to create workable schedules.
- A faster progression toward certificates and degrees with shorter, more focused blocks and less time off between blocks.
- Simplify the registration process by enrolling students once in a single, well-planned, coherent program.
- Form peer support and learning networks among students in the same program.
- Reduce the amount of time students must be in class by using online technology and allowing students to move on once they've demonstrated competency.
- Embed remediation into the regular college curriculum so students don't waste time before they start earning credits.
- Provide better information on every program's tuition, graduation rates, and job placement outcomes so that students can make more informed decisions at the front end.

Coupled with intensive advising and career coaching, block scheduling will promote the use of a variety of curricular and co-curricular HQHIPS such as:

- First year seminars and experiences
- Writing intensive courses
- Undergraduate resources
- Internships
- Capstone Courses and Projects

## Conclusion

Complete College America has several "big ideas". One of those is, "Time is the enemy of college completion." We want our students to enter with a clear **purpose**, have a **path** and **plan** to meet their educational goals. Our 8-week block scheduling initiative differs from UM Western's Experience One (X-1) in that we are focused on a sense of community and supportive strategies allowing students to meet their educational goals and get out into the Montana workforce. Among those is allowing for late start and supporting students in need of remediation prior to entering college courses.



Attachment A: Draft Block Scheduling

Great Falls College Montana State University								
AY 2020 DRAFT Block Scheduling								
Fall 2019 Semester			Break Dec 21- Jan 12	Spring 2020 Semester			Break May 11-17	Summer 2020
8 Weeks Aug 26- Oct 20	Break Oct 21- 27	8 Weeks Oct 28- Dec 20		8 Weeks Jan 13- Mar 8	Break Mar 9- 15	8 Weeks Mar 16- May 10		8 Weeks May 18- July 5

DRAFT-----FALL CLASS MEETING TIME MODEL-----8 WEEK BLOCKS							
Office of the Registrar, Classroom Scheduling							
General Assignment Classrooms Class Time Sequencing							
Time	1	2	3	4	5	6	7
	MTWR 100 MINUTES 4 CREDITS 4 DAYS	MTWR 75 MINUTES 3 CREDITS 4 DAYS	MW/TR 150 MINUTES 3 CREDITS 2 DAYS	MWF 100 MINUTES 3 CREDITS 3 DAYS			
7:00							7:00
.15							.15
.30							.30
.45							.45
8:00							8:00
.15							.15
.30							.30
.45							.45
9:00	8:30 - 10:10 am	8:05-10:00	8:30 - 11:00 am	8:30-10:10			9:00
.15							.15
.30							.30
.45							.45
10:00		10:15-11:30		10:15-11:55			10:00
.15							.15
.30							.30
.45							.45
11:00		11:45-1:00	11:45-2:15				11:00
.15							.15
.30							.30
.45							.45
12:00							12:00
.15							.15
.30							.30
.45							.45
1:00	1:00-2:40	1:15-2:30		1:00-2:40			1:00
.15							.15
.30							.30
.45							.45
2:00		2:45-4:00	2:45-5:15	2:45-4:25			2:00
.15							.15
.30							.30
.45							.45
3:00		4:15-5:30					3:00
.15							.15
.30							.30
.45							.45
4:00							4:00
.15							.15
.30							.30
.45							.45
5:00	5:15-6:55	5:35-6:50	5:35-6:05	5:15-6:55			5:00
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7:00		7:00-8:15	7:00-9:30				7:00
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8:00							8:00
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Special thank you to the University of Iowa Registrar's Office for letting us use their template							

# High-Impact Educational Practices



## First-Year Seminars and Experiences

Many schools now build into the curriculum first-year seminars or other programs that bring small groups of students together with faculty or staff on a regular basis. The highest-quality first-year experiences place a strong emphasis on critical inquiry, frequent writing, information literacy, collaborative learning, and other skills that develop students' intellectual and practical competencies. First-year seminars can also involve students with cutting-edge questions in scholarship and with faculty members' own research.

## Common Intellectual Experiences

The older idea of a “core” curriculum has evolved into a variety of modern forms, such as a set of required common courses or a vertically organized general education program that includes advanced integrative studies and/or required participation in a learning community (see below). These programs often combine broad themes—e.g., technology and society, global interdependence—with a variety of curricular and cocurricular options for students.

## Learning Communities

The key goals for learning communities are to encourage integration of learning across courses and to involve students with “big questions” that matter beyond the classroom. Students take two or more linked courses as a group and work closely with one another and with their professors. Many learning communities explore a common topic and/or common readings through the lenses of different disciplines. Some deliberately link “liberal arts” and “professional courses”; others feature service learning.

## Writing-Intensive Courses

These courses emphasize writing at all levels of instruction and across the curriculum, including final-year projects. Students are encouraged to produce and revise various forms of writing for different audiences in different disciplines. The effectiveness of this repeated practice “across the curriculum” has led to parallel efforts in such areas as quantitative reasoning, oral communication, information literacy, and, on some campuses, ethical inquiry.

## Collaborative Assignments and Projects

Collaborative learning combines two key goals: learning to work and solve problems in the company of others, and sharpening one's own understanding by listening seriously to the insights of others, especially those with different backgrounds and life experiences. Approaches range from study groups within a course, to team-based assignments and writing, to cooperative projects and research.

## Undergraduate Research

Many colleges and universities are now providing research experiences for students in all disciplines. Undergraduate research, however, has been most prominently used in science disciplines. With strong support from the National Science Foundation and the research community, scientists are reshaping their courses to connect key concepts and questions with students' early and active involvement in systematic investigation and research. The goal is to involve students with actively contested questions, empirical observation, cutting-edge technologies, and the sense of excitement that comes from working to answer important questions.

## Diversity/Global Learning

Many colleges and universities now emphasize courses and programs that help students explore cultures, life experiences, and worldviews different from their own. These studies—which may address U.S. diversity, world cultures, or both—often explore “difficult differences” such as racial, ethnic, and gender inequality, or continuing struggles around the globe for human rights, freedom, and power. Frequently, intercultural studies are augmented by experiential learning in the community and/or by study abroad.

## ePortfolios

ePortfolios are the latest addition to AAC&U's list of high-impact educational practices, and higher education has developed a range of ways to implement them for teaching and learning, programmatic assessment, and career development. ePortfolios enable students to electronically collect their work over time, reflect upon their personal and academic growth, and then share selected items with others, such as professors, advisors, and potential employers. Because collection over time is a key element of the ePortfolio process, employing ePortfolios in collaboration with other high-impact practices provides opportunities for students to make connections between various educational experiences.

## Service Learning, Community-Based Learning

In these programs, field-based “experiential learning” with community partners is an instructional strategy—and often a required part of the course. The idea is to give students direct experience with issues they are studying in the curriculum and with ongoing efforts to analyze and solve problems in the community. A key element in these programs is the opportunity students have to both *apply* what they are learning in real-world settings and *reflect* in a classroom setting on their service experiences. These programs model the idea that giving something back to the community is an important college outcome, and that working with community partners is good preparation for citizenship, work, and life.

## Internships

Internships are another increasingly common form of experiential learning. The idea is to provide students with direct experience in a work setting—usually related to their career interests—and to give them the benefit of supervision and coaching from professionals in the field. If the internship is taken for course credit, students complete a project or paper that is approved by a faculty member.

## Capstone Courses and Projects

Whether they're called “senior capstones” or some other name, these culminating experiences require students nearing the end of their college years to create a project of some sort that integrates and applies what they've learned. The project might be a research paper, a performance, a portfolio of “best work,” or an exhibit of artwork. Capstones are offered both in departmental programs and, increasingly, in general education as well.



Table 1

**Relationships between Selected High-Impact Activities, Deep Learning, and Self-Reported Gains**

	Deep Learning	Gains: General	Gains: Personal	Gains: Practical
<b>First-Year</b>				
Learning Communities	+++	++	++	++
Service Learning	+++	++	+++	+++
<b>Senior</b>				
Study Abroad	++	+	+	++
Student-Faculty Research	+++	++	++	++
Internships	++	++	++	++
Service Learning	+++	++	+++	+++
Senior Culminating Experience	+++	++	++	++

+ p<0.001, ++ p<0.001 & Unstd B > 0.10, +++ p<0.001 & Unstd B > 0.30

Table 2

**Relationships between Selected High-Impact Activities and Clusters of Effective Educational Practices**

	Level of Academic Challenge	Active and Collaborative Learning	Student-Faculty Interaction	Supportive Campus Environment
<b>First-Year</b>				
Learning Communities	+++	+++	+++	++
Service Learning	+++	+++	+++	+++
<b>Senior</b>				
Study Abroad	++	++	++	++
Student-Faculty Research	+++	+++	+++	++
Internships	++	+++	+++	++
Service Learning	+++	+++	+++	+++
Senior Culminating Experience	++	+++	+++	++

+ p<0.001, ++ p<0.001 & Unstd B > 0.10, +++ p<0.001 & Unstd B > 0.30

Source: *Ensuring Quality & Taking High-Impact Practices to Scale* by George D. Kuh and Ken O'Donnell, with Case Studies by Sally Reed. (Washington, DC: AAC&U, 2013). For information and more resources and research from LEAP, see [www.aacu.org/leap](http://www.aacu.org/leap).

## SAMPLE STUDENT SCHEDULE (16 CREDITS)

Times	Fall A	Fall B
MTWR 10:15-11:30	CAPP 131 MS Office (3 credits)	COMX 115 Interpersonal Communication (3 credits)
MTWR 1:15-2:30	WRIT 101 College Writing (3 credits)	
F 10:15 – 11:55	COLS 101 Becoming a Successful Student (1 credit)	
MWF 1:00 - 2:40		M 121 College Algebra (3 credits)
MTWR 11:45 -1:00		PHL 110 Introduction to Ethics (3 credits)

April 2018

ITEM 178-1001-LI0418

**Request for authorization to retitle the General Linguistics option in the English B.A. to Linguistics**

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**THAT**

The University of Montana-Missoula requests authorization from the Montana Board of Regents to retitle the “General Linguistics” option in the English bachelor of arts degree to “Linguistics”.

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**EXPLANATION**

The Department of English and Linguistics faculty request to retitle the “General Linguistics” option to simply “Linguistics.” UM-M separately also requests authorization to eliminate the “Linguistics—Teaching English as a Second Language” option in the degree; there will be no need to distinguish further between the two and “Linguistics” will be a clear name for the option.

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**ATTACHMENTS**

Academic Proposal Request Form

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

ITEM 178-1001-LI0418 Submission Month or Meeting: April 2018

Institution: University of Montana-Missoula CIP Code: 16.0102

Program/Center/Institute Title: Retitle General Linguistics option in English B.A. to Linguistics

Includes (please specify below): Online Offering \_\_\_\_\_ Options \_\_\_\_\_

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 <http://mus.edu/che/arsa/preparingacademicproposals.asp>.

x **A. Level I:**

**Campus Approvals**

- 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- 1b. **Withdrawing a postsecondary educational program from moratorium**
- 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- 3. **Establishing a B.A.S./A.A./A.S. area of study**
- 4. **Offering an existing postsecondary educational program via distance or online delivery**

**OCHE Approvals**

- x   5. **Re-titling an existing postsecondary educational program**
- 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
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- 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

**B. Level II:**

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
3. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
4. **Re-titling an academic, administrative, or research unit**

**Proposal Summary [360 words maximum]**

**What**

The Department of English and Linguistics faculty request to retitle the “General Linguistics” option to simply “Linguistics.”

**Why**

UM-M separately also requests authorization to eliminate the “Linguistics—Teaching English as a Second Language” option in the degree; there will be no need to distinguish further between the two and “Linguistics” will be a clear name for the option.

**Resources**

This request is to retitle the program and so no new resources are required.

**Relationship to similar MUS programs**

This name change does not affect other universities in the system. It is to clarify offerings at UM-M.