

ITEM 119-1903-R0503

PROGRAM DESCRIPTION

- 1. Briefly describe the proposed new program. Please indicate if it is an expansion of an existing program; a new program; cooperative effort with another institution, business, or industry; or an on-campus or off-campus program. Attach any formal agreements established for cooperative efforts.**

The General Education Department at the University of Montana-Helena College of Technology proposes to offer an Associate of Arts degree in response to the needs of transfer students. UM-HCT currently offers an Associate of Science degree with technical emphases in Accounting, Business, Computing, Electronics, Environmental Studies, and Wild Lands Fire Suppression; an Associate of Arts degree will expand the College's offerings to meet the needs of those students who are looking to transfer into arts, humanities, or social sciences. Completion of the Associate of Arts degree would indicate that the student has completed a course of study that prepares him/her for upper-division study in a baccalaureate-degree program.

- 2. Summarize a needs assessment conducted to justify the proposal. Please include how the assessment plan was developed or executed and the data derived from this effort.**

Through the student advising process, students at UM-HCT often express their goals of completing a baccalaureate-degree program in the arts, humanities, or social sciences. As a result, the General Education Department conducted a needs assessment of new AS/transfer advisees in Fall 2002 (see Attachment A). Of the 65 students who completed an advisee information form, 18 (27.69 percent) expressed an interest in completing an AS degree; while the list of 4-year programs students hope to enter is extensive (with some students listing more than one option), there is clear interest in humanities, arts, and social sciences (see Attachment A). In addition, 17 students did not list a specific four-year program of study; thus, a significant number of students are still exploring their options and would benefit from a flexible program of study at UM-HCT (numbers which confirm experiences of advisors). An Associate of Arts degree would provide a flexible, general transferable program for the majority of students in the General Education Department.

By responding to the needs of students, UM-HCT will also be able to increase retention of the transfer student population. The transfer program at UM-HCT has grown significantly in the past five years, from 64.51 FTE in Fall 1997 to 202.21 FTE in Fall 2002. While a 2001 *Student Satisfaction Inventory* indicates that transfer students are satisfied with instructional effectiveness at UM-HCT, very few students complete the AS program (a total of 9 graduates, 2000-2002). Although many students will continue to complete one or two semesters of general education coursework before enrolling at a 4-year institution, an Associate of Arts degree that expands transfer options will increase retention

efforts at UM-HCT.

In addition to the academic needs of students, an Associate of Arts degree will increase access for area residents seeking access to public higher education. More than half UM-HCT students are over 24 years old; thus, an Associate of Arts degree allows nontraditional students to remain in the area and continue family and/or work responsibilities as they pursue higher education. Moreover, 76 percent of UM-HCT students received Financial Aid for Fall Semester 2002. An Associate of Arts degree provides an affordable option for place-bound area students.

3. Explain how the program relates to Role and Scope of the institution as established by the Board of Regents.

An Associate of Arts degree will enhance UM-HCT's mission to "promote lifelong education goals of learners, support workforce development needs of employers, and foster community involvement by providing a substantive, responsive, and accessible learning environment."

Expansion of the existing transfer program through an Associate of Arts degree responds to the UM-HCT community's need for greater access to the Montana University System by providing a general transfer degree for the majority of students who plan to enter arts, humanities, and social science baccalaureate-degree programs. An Associate of Arts degree also supports workforce and economic development by expanding educational options for the community. Finally, increased offerings in the arts, humanities, and social sciences will broaden the life-long learning opportunities of the UM-HCT community.

4. State what effect, if any, the proposed program will have on the administrative structure of the institution. Also indicate the potential involvement of other departments, divisions, colleges, or schools.

The new program will be under the direction of the General Education Department, which is under the direction of the Associate Dean for Academic Affairs. No revision of the current administrative structure is required.

5. Describe the extent to which similar programs are offered in Montana, the Pacific Northwest, and states bordering Montana. How similar are these programs to the one proposed?

Similar Programs in Montana

Montana State University – Billings

Montana State University – Northern

The University of Montana – Missoula College of Technology

The University of Montana – Western

Dawson Community College

Flathead Valley Community College

Miles Community College

Tribal Colleges (Blackfeet Community College, Dull Knife Memorial College, Fort Belknap College, Little Big Horn College, Fort Peck Community College, Salish Kootenai College, Stone Child College)

While many colleges and universities across the state offer similar programs, the proposed Associate of Arts degree at UM-HCT will provide the Helena area with its only campus-based AA program at a publicly funded postsecondary educational institution.

6. **Please name any accrediting agency (ies) or learned society (ies) that would be concerned with particular program herein proposed. How has this program been developed in accordance with criteria developed by said accrediting body (ies) or learned society (ies).**

Based on faculty, curriculum, and support services, this proposal meets the standards for accreditation by the Northwest Association of Schools, Colleges and Universities.

7. **Prepare an outline of the proposed curriculum showing course titles and credits. Please include any plans for expansion of the program during its first three years.**

Proposed Curriculum

The Associate of Arts degree is comprised of 36 General Education credits, 22 program of study credits, and a 2-credit capstone course. While an Associate of Arts degree does not have an official designated field of study, students will complete their 22-credit program of study in no more than two academic areas. The proposed programs of study take into account the qualifications of current faculty; as the program expands, UM-HCT plans to provide more options. New courses are marked with an asterisk (*).

General Education Core (minimum 36 credits)

The General Education core transforms the existing core for the Associate of Science degree by redistributing the emphasis from natural sciences/mathematics (18 credits total for the existing Associate of Science degree) to social and behavioral sciences (6 credits total for the existing Associate of Science degree) and humanities/fine arts (12 credits total for the existing Associate of Science degree).

Natural Sciences/Mathematics (10)

A total of 10 credits natural sciences/math is required. This must include one natural science with laboratory and MA108 College Algebra (or higher). Students may select from the following courses:

Course number	Course Title	Number of Credits
SCI101	Biology I (with lab)	4
SCI201	Biology II (with lab)	4

SCI103	Physical Science I (with lab)	4
SCI203	Physical Science II (with lab)	4
SCI150	Chemistry I (with lab)	4
SCI250	Chemistry II (with lab)	4
SCI210	Astronomy (with lab)	4
SCI211	Physical Geology (with lab)	4
MA108	College Algebra	3
MA120	Calculus	4
MA110	Probability and Linear Math	3
MA220	Statistics	3
SCI130	Introduction to Environmental Studies	3
SCI140	Environmental Information Resources	3
SCI230	Nature and Society	3

Social and Behavioral Sciences

Students must complete any 9 credits in the social and behavioral sciences. Students may select from the following courses:

Course number	Course Title	Number of Credits
SS101	Introduction to Sociology	3
SS110	Introduction to Anthropology	3
SS111	Introduction to Psychology	3
SS121	Introduction to Marriage and Family	3
SS220	Social Psychology	3
SS225	Native American Culture	3
ECON255	Microeconomics	3
ECON256	Macroeconomics	3
SS230	Social Problems	3*
SS235	Aging and Society	3*

Humanities/Fine Arts

Students must complete 17 credits in humanities/fine arts. ENG121 English Composition, ENG122 Advanced English Composition, ENG131 Introduction to Public Speaking, and at least one foreign language course* are required. Students may select from the following courses:

Course number	Course Title	Number of Credits
ENG121	English Composition	3
ENG122	Advanced English Composition	3
ENG131	Introduction to Public Speaking	3
ENG201	Approaches to Literature	3
ENG210	American Literature	3
ENG211	Introduction to Irish Literature	3
ENG221	Comparative Literature	3
ENG222	Introduction to Creative Writing	3
ENG255	Introduction to the Novel	3
ENG231	British Literature I	3*
ENG232	British Literature II	3*
ENG271	Special Topics Variable	3*
ENG241	Public Relations	3*
ENG151	Journalism	3*

HIS170	History of the American West	3
HIS201	US History, 1600-1800	3
HIS202	US History, 1860-Present	3
HIS205	US History, Post World War II	3*
FA101	Art Appreciation	3
FA120	Introduction to the Theater	3
FA140	Art Fundamentals	3
FA150	Ceramics	3
FA212	Basic Drawing	3*
FA222	Basic Design	3*
PHIL101	Ethics	3
SPA101	Elementary Spanish	4*

Program of Study (22 credits)

In addition to the General Education core, students must complete 22 credits in no more than two of the following areas:

English/Communications

Social Sciences

Fine Arts

History

Students planning to transfer will be advised to work closely with the receiving 4-year institution to ensure the applicability of UM-HCT courses to their intended program of study.

Capstone (2 credits)

Students will complete their degree with a capstone course that synthesizes their educational experiences across the curriculum.

Course number	Course Title	Number of Credits
GEN265	Capstone	2*

*Indicates a new course

FACULTY AND STAFF REQUIREMENTS

- Please indicate, by name and rank, current faculty who will be involved with the program proposed herein.**

The General Education department has six full-time, tenure-track faculty who will deliver the proposed Associate of Arts degree.

Elaine Arrington, M.S., Level II*, Mathematics

Audrey Cameron, Ph.D., Level II*, English

Mike Cronin, M.A., Level II*, English

Pamela Olsen, M.A., Level II*, Social Sciences

Viktor Shchuchinov, Ph.D., Level III*, Mathematics

James Swierc, M.S., Level II*, Natural Sciences

**"Level" refers to instructor status at Colleges of Technology

- 2. Please project the need and cost for new faculty over the first five years of the program. Include special qualifications or training. If present faculty are to conduct the new program, please explain how they will be relieved from present duties.**

Although many of the course offerings for the proposed degree are already in place, one new full-time faculty member in English would facilitate the expansion of the degree in its second year. As the program develops, the Department projects a need for a second full-time faculty member in Social Sciences. Currently, the transfer program at UM-HCT relies on a large number of adjunct instructors, a situation that will continue with the introduction of the proposed Associate of Arts degree. Past experience indicates a large pool of qualified potential adjuncts faculty exists in the Helena area.

- 3. Please explain the need and cost for support personnel or other required personnel expenditures.**

No additional support personnel will be required.

CAPITAL OUTLAY, OPERATING EXPENSES AND PHYSICAL FACILITIES

- 1. Please summarize operating expenditure needs.**

There will be no significant operating expenditure needs.

- 2. Please evaluate library resources. Are they adequate for operation of the proposed program? If not, how will the library need to be strengthened during the next three years?**

General Education is currently a priority area for the UM-HCT library, and the library will require additional funding to develop its collection in the arts, humanities, and social sciences.

- 3. Please indicate special clinical, laboratory, and/or computer equipment that will be needed. List those pieces of equipment or computer hardware presently available in the department.**

No new equipment or hardware will be needed.

- 4. Please describe facilities and space required for the proposed program. Are current facilities adequate for the program? If not, how does the institution propose to provide new facilities?**

UM-HCT has limited lecture and laboratory space. Through extended classroom hours (more evenings and weekends) and use of other facilities in Helena (high school laboratories), UM-HCT is able to accommodate the proposed program. The long-term needs of the program will require additional classroom space and adequate laboratories to meet the needs of foreign language and natural science courses.

EVALUATION OF PREPARED PROGRAM

- 1. Please name faculty committees or councils that have reviewed the program herein proposed.**

The UM-HCT Academic Affairs Committee and the General Education Advisory Board (comprised of adjunct faculty) have approved the proposed degree.

- 2. If outside consultants have been employed, please list the names of these consultants, their current positions, and titles. Append copies of their written reports (this is required of new doctoral programs).**

No outside consultants were used.