

**Montana Board of Regents
Level II Program Change Request**

INSTITUTION: Montana State University-Billings College of Technology

ITEM NO.: 124-2701-R0704

PROGRAM: Medical Assistant - A.A.S.

DATE: July 8, 2004

Level II Proposal Approval

Level II proposals require approval by the Board of Regents. These proposals entail substantive additions to, alterations in, or termination of programs, structures, or administrative or academic entities typically characterized by the (a) addition, reassignment, or elimination of personnel, facilities, or courses of instruction; (b) rearrangement of budgets, cost centers, funding sources; and (c) changes which by implication could impact other campuses within the Montana University System and community colleges. Board policy 303.1 indicates the curricular proposals in this category:

- 1. Change names of degrees (e.g. from B.A. to B.F.A.)
- 2. Implement a new minor where there is no major;
- 3. Establish a new degree;
- 4. Add a major to an existing degree;
- 5. Expand/extend approved mission; and
- 6. Any other changes in governance and organization per Board of Regents' Policy 218 (such as formation, elimination or consolidation of a college, division, school, department, institute, bureau, center, station, laboratory, or similar unit).

Specify Request:

In January of 2002, the Board of Regents approved a Level I request by Montana State University-Billings College of Technology to begin an AAS in Medical Assistant. After two successful years of running the Medical Assistant Program, the University is now requesting the program be considered for Level II approval. Due to changes in the delivery of health care, the need for medical assistants has created a growing opportunity for employment in the medical field. The health services industry is expanding due to technological advances in medicine and to a growing and aging population. The College of Technology will provide students with practical hands-on training in a career with job openings in the State of Montana.

| DISPOSITION: | DATE | ACTION |
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| CAO Review | | |
| OCHE | | |
| Regents | | |
| Recording | | |