

Montana University System
PROGRAM REVIEW

Institution: Montana State University Billings

Program Years: 2007-2014

List of the programs reviewed:

Associate of Arts

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

Maintain

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

- The Associate of Arts degree has areas of emphasis in Applied Psychology, Education, General Studies, and Rehabilitation and Related Services.
- In addition to completing the required general education core, students work closely with their advisors in order to develop plans of study.
- The AA degree allows students to “stack” their degrees and transition to a baccalaureate degree.
- The disparity between headcount and graduation rates could be explained because many students do not initially “declare” the AA degree when they begin their college careers.

Academic Year	Headcount	Graduates
2013-2014	Fall 11/Spring 9	1 (General Studies) 23 (Overall A & S)
2012-2013	Fall 2/ Spring 3	4 (General Studies) 13 (Overall A & S)
2011-2012	Fall 4/Spring 3	7 (General Studies) 16 (Overall A & S)
2010-2011	Fall 5/Spring 3	5 (General Studies) 20 (Overall A & S)
2009-2010	Fall 7/Spring 15	2 (General Studies) 14 (Overall A & S)
2008-2009	Fall 8/Spring 5	2 (General Studies) 13 (Overall A & S)
2007-2008	Fall 18/Spring 9	14 (General Studies) 24 (Overall A & S)

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PROGRAM REVIEW

Institution: City College at Montana State University Billings

Program Years: 2007-2014

List of the programs reviewed:

AAS, Paramedic

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

Retain program

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

- Excluding the online pre-requisites classes, the plan of study is a complete year-round program (fall/spring/summer), which allows students to start their careers earlier. This is only one of two year-round programs at City College.
- The program utilizes online, hybrid, and traditional classroom, and skill laboratory delivery methods to ensure a flexible but rigorous education experience for students.
- Three new courses have been added to the plan of study over the past couple of years, which include transition to paramedicine, case studies, and critical care.
- Clinical internships have been expanded to 900 hours, which include emergency, flight, intensive care, respiratory, surgery, labor & delivery, pediatrics, fire, and ambulance.
- Due to the limited number of students the clinical sites have imposed on the program, potential students now go through a competitive selection process, which allows students to compete for selection by utilizing their GPA, past education, and clinical experience for acceptance into the program. Overall, this has enhanced the educational and clinical experience of freshman paramedic students.
- The program has maintained strong enrollment over the past seven years.
- The program maintains national programmatic accreditation and is one of only two nationally accredited paramedic programs in Montana.
- For the past seven years, 100% of graduates were placed in employment or future education.
- The program maintained a 98% pass rate on the national registry paramedic licensure exam.
- The paramedic associate degree articulates (2 + 2) with MSUB's online bachelors degree with a thematic concentration in emergency medical services management, which was developed for paramedic graduates pursuing career advancement.

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Year	AAS Majors	Graduates AAS	Placement
2013-14	39	11	NA
2012-13	26	9	100%
2011-12	25	6	100%
2010-11	36	11	100%
2009-10	25	5	100%
2008-09	20	6	100%
2007-08	37	7	100%

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Institution: Montana State University Billings

Program Years: 2007-2014

List of the programs reviewed:

**Bachelor of Science in Health and Human Performance
Health Promotion Option
Minor - Coaching**

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

Retain the Bachelor of Science in Health and Human Performance Health Promotion Option

Retain the Minor in Coaching.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

- The growth in enrollment for Health Promotion from 2010 is in conjunction with the increased opportunities to improve health in the region.
- Projected demand for educators and coaches is expected to increase for the 30 year “life” of the Bakken development.
- Under the current Academic Program Prioritization initiative, the Coaching minor is being considered for further review.

YEAR	MAJORS HHP HEALTH PROMOTION OPTION (FALL)	GRADUATES HHP HEALTH PROMOTION OPTION	MINOR COACHING (FALL)	GRADUATES MINOR COACHING
2013	20	8	23	4
2012	31	4	21	4
2011	22	2	13	5
2010	18	8	15	
2009	27	3		
2008	22	6		
2007	29	2		

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Institution: Montana State University Billings

Program Years: 2007-2014

List of the programs reviewed:

B.S. in Environmental Studies

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

Maintain, with plans to grow the program

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

- This interdisciplinary program has great growth potential and is appealing to students interested in working with environmental policy issues. Furthermore, the Master's in Public Administration program is developing an Environmental Policy track and these students could transition into that program;
- The recent state-wide developments in the gas and oil industry make this program particularly pertinent in this region;
- Students are consistently offered employment after completing this degree;
- Coursework draws from a variety of disciplines and dynamically evolves as new trends and knowledge emerges.
- Students engage in a variety of experiential learning activities as they complete their degree. Mentorship by faculty is a key component of this program.

Year	Majors	Graduates
2013-2014	Fall 39/Spring 35	5
2012-2013	Fall 31/Spring 35	6
2011-2012	Fall 34/Spring 35	4
2010-2011	Fall 41/Spring 42	9
2009-2010	Fall 42/Spring 41	12
2008-2009	Fall 37/Spring 41	8
2007-2008	Fall 81/Spring 42	8

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PROGRAM REVIEW

Institution: City College at Montana State University Billings

Program Years: 2007-2014

List of the programs reviewed:

Drafting & Design Technology

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

Retain program

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

- Maintain up-to-date syllabi which includes learning goals, objectives, and competencies

These are on file in the City College Administrative Office and include learning goals, objectives, and competencies. The majority of these are revised every semester/year due to the constantly changing software used in the program. The learning goals, objectives, and competencies are consistent with the outcomes used for assessment. Assessment reports for all years including 2012-2013 are on file.

- Ensure achievement of program goals by implementation of outcome-based student assessment

The program utilizes the National Occupational Certification Testing Institute (NOCTI) test as a form of external assessment. Past student scores over a two-decade period consistently show students either at or above the national average. Other forms of software-specific assessment are currently being considered, but carry a prohibitive price tag.

- Use appropriate state-of-art curriculum/delivery methods, adapted appropriately for the program

The program curriculum is regionally known as being engaged in the latest drafting and design software and related data gathering technologies, including 3D techniques, 3D scanning, 3D printing, and photogrammetry. The program uses direct monitor forecast software, has excellent lab facilities that include large display monitors, projectors, multimedia environments, and excellent lab facilities.

- Meet/maintain national, regional, state, and programmatic accreditation standards, best practices and external guidelines as appropriate

The Drafting & Design Program students consistently meet or exceed the NOCTI standards assessed. The program has had all classes FLOCK'd as per BOR dictate.

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- Provide evidence of an active advisory committee that meets at least annually, and assists in formulating and revising program goals and outcomes

The Drafting & Design Advisory Committee regularly meets annually. Since the last program reporting several years ago, the advisory committee recommended adding three credits in SolidWorks (deleted three credits in AutoLisp), and substituting three credits in Multimedia for three credits of Applied Software. These changes were submitted through academic process and both changes have occurred. During the last program reporting period, an AS in Drafting & Design was also created, which was also supported unanimously by the committee. Over the past several years the Advisory Committee has also emphasized a continued need to more deeply integrate Revit Architectural and Civil 3D into our curriculum.

During 2013-2014, the meeting was held in December, with no recommendations coming forward.

- Provide documentation of formal affiliation agreements or memorandum of understanding if applicable

The Drafting & Design Program currently has no formal affiliation agreements or memorandums of understanding with other academic institutions. We do have working relationships through the continuance of our AAS students into four-year degrees with the College of Business, Communication Department, Environmental Studies Department, and History Department. Faculty and students also interact with the School of Architecture at MSU Bozeman, and the Anthropology Department of the University of Montana.

- Validate excellence in teaching via faculty resume, continuing education, and student evaluations

Instructors Urbaniak and Bauer vitae are included, standard course evaluations are on file in the Dean's office and Service Learning evaluations are on file in the program area. Adjunct faculty resumes are on file in the Dean's office.

- List program strengths and achievements for the past seven years

The Drafting & Design Program is known as an early adopter of new technologies, maintains a visible public profile in the community, has a high placement rate, is active in receiving grants, routinely conducts applied research, and is active in service learning. Our graduates are highly sought, many articulate into further education, and past students have presented papers at professional conferences.

The Drafting & Design Program also serves other programs through the offering of **DSGN248 Computer Presentation and Animation** (Gen Ed class in the Fine Arts Category), **DSGN 208 Multimedia** (used by other programs as an elective), **DRFT108 Introduction to CAD** (required of Construction students and attended by other students as an elective), and **DSGN214 SolidWorks** (used by other programs as an elective). Faculty member Urbaniak is also active leading summer fieldwork classes at MSU Billings and for the University of Montana.

Over the past seven years, faculty have applied for and received grants and external funding in excess of \$163,378. This has contributed significantly to the influx of equipment into the program and has significantly impacted curriculum delivery.

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2005 – Board of Regents Grant - Industry Equipment - \$272,531 (grant application written by D&D Faculty - \$60,000 direct to the Drafting & Design Program)

2005 – Save America’s Treasures – Documenting Heritage Inscriptions - \$65,400

2006 – MSU-Billings Research and Creative Endeavor Grant (Project Co-Director with Mark Raymond) Using Desktop Prototyping to Enhance Fabrication - \$2,650

2010 - Internal Perkins Grant for classroom equipment - \$1,000

2011 - Perkins Grant - New digital camera to explore portraiture through photogrammetry - \$1,000

2011 - Montana Parks - Grant to conduct two years of historical field school research resulting in the documentation of prehistoric and historic inscriptions at the Medicine Rocks State Park - \$6,000

2012 - Custer National Forest 3D Scanning of Civilian Conservation Corps Roadway Structures - \$4,828

2012 - Bureau of Land Management Project Grant to document the civil aspects of Pompey's Pillar through 3D scanning - \$1,000

2012 - MSU Service Learning Fellow Project Grant to incubate the Archie Bray Foundation Site Documentation Project - \$1500

2003-2013 - Belgrade Emergency Response Project – Tenth phase - \$20,000 @ \$2,000 per phase

- List program modifications that have taken place over the past seven years

The Drafting & Design Advisory Committee regularly meets annually. Since the last program reporting several years ago, the advisory committee recommended adding three credits in SolidWorks (deleted three credits in AutoLisp), and substituting three credits in Multimedia for three credits of Applied Software. These changes were submitted through academic process and both changes have occurred. During the last program reporting period, an AS in Drafting & Design was also created, which was also supported unanimously by the committee. Over the past several years the Advisory Committee has also emphasized a continued need to more deeply integrate Revit Architectural and Civil 3D into our curriculum.

- List program needs to ensure academic growth and stability

The **number one factor** that the faculty believes is affecting enrollment is the **lack of advertising and outreach** for the Drafting & Design Program and the City College in general. The program also needs clarity regarding software licensing process and planning, particularly for non-AutoDesk products, specifically Solidworks and Adobe products. The program needs to continue to integrate evolving software into the curriculum.

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The Administration also needs to demonstrate some leadership, clarity, and communication regarding the academic structure of the City College.

- Strengthen and expand partnerships with organizations that support and enhance student learning and community involvement

The Drafting & Design Program is certainly toward the top of City College's engagement of Service Learning. We have excellent working relationships with Montana Parks, The Bureau of Land Management, The National Forest Service, and a broad variety of local entities, such as city and county organizations.

- Increase internal/external funding and partnerships to support programs, research and scholarships

The Drafting and Design Program has demonstrated a continual engagement of internal and external funding and partnerships through every process available.

- Respond to market driven demands and student needs with the academic program, flexible scheduling and variety in delivery models

There are possibilities for expansion through distance delivery and articulation with other institutions. This would require a clear commitment from the Administration in the way of perceptible support, monetary support, and release time.

Year	Pre-Majors/ Majors AS/AAS		Graduates (AAS/CAS)	Placement
2013-14	15		7	NA
2012-13	25		5	NA
2011-12	38		18	NA
2010-11	37		6	NA
2009-10	43		13	NA
2008-09	40		12	NA
2007-08	65		18	NA
2006-07	43		16	NA

In conclusion, the Drafting & Design Program has a long term reputation for quality and leadership at the Billings Vo-Tech, College of Technology, and now City College. The program has excellent lab facilities, qualified faculty, curriculum that is current, is engaged with industry, engages all campus processes, and generates highly sought-after graduates.

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Institution: Montana State University Billings

Program Years: 2007-2014

List of the programs reviewed:

B.S. in Liberal Studies

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

Retain Major, further refine and develop tracks in Communication, Social Science, and pre-Law

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

- Working closely with their advisors, the BSLS degree allows students to craft an interdisciplinary degree with a thematic concentration. More energy should be placed into developing more coherent areas of emphasis. A great deal of potential exists with this program if a faculty member could be identified to function as a program coordinator, acting as a liaison between the various Arts & Sciences departments. Students may also incorporate coursework from the College of Business and the College of Allied Health.
- Many students develop tracks that provide a smooth transition to pre-professional programs in law or public administration as well as graduate programs in a range of disciplines. We should market this degree as offering a strong foundation in the Liberal Arts & Sciences with integrated coursework from Allied Health and Business. It is possible to maintain flexibility for students while simultaneously providing structured curricula.
- International students and adult learners seeking baccalaureate degrees would be attracted to this program of study. The numbers enrolled, as well as the graduation numbers, indicate that interest exists, and we can clearly craft clearer plans of study maintaining academic integrity.

Academic Year	Headcount	Graduates
2013-2014	Fall 110/Spring 98	43

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2012-2013	Fall 121/Spring 121	64
2011-2012	Fall 122/ Spring 129	44
2010-2011	Fall 99/ Spring 99	47
2009-2010	Fall 108/ Spring 106	54
2008-2009	Fall 107/ Spring 116	51
2007-2008	Fall 302/ Spring 144	78

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Institution: Montana State University Billings

Program Years: 2007-2014

List of the programs reviewed:

Bachelor of Applied Science

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

Maintain

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

- The BAS degree is an interdisciplinary program, limited to students with an Associate of Applied Science degree (AAS.)
- Students are able to create a program of study aligned with their professional goals through a self-designed thematic concentration whereby they meet all the general education requirements and complete a minimum of 30 upper division credits in a thematic concentration. Areas of emphasis include—but are not limited to-- management and organizational communication, management and public relations, emergency medical care management, health and wellness, outdoor adventure leadership, psychiatric rehabilitation, coaching, health education, the biological and physical sciences, and business.
- Students work closely with their faculty advisors, who mentor them as they proceed through the program. As a result, students are deeply engaged in course selection and make conscious, careful decisions regarding the curricular areas of emphasis.
- Students are well-prepared for graduate school or other post-baccalaureate programs, as they can carefully choose coursework serving as pre-requisites.

Year	Majors	Graduates per AY
2013-2014	Fall 45/Spring 42	16
2012-2013	Fall 60/Spring 63	36
2011-2012	Fall 75/Spring 75	24

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2010-2011	Fall 67/Spring 54	20
2009-2010	Fall 53/Spring 50	22
2008-2009	Fall 64/Spring 62	25
2007-2008	Fall 92/Spring 64	18

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Institution: Montana State University Billings

Program Years: 2007-2014

List of the programs reviewed:

Associate of Science

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

Maintain Program

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

- **Enrollment numbers indicate that student interest in the program exists, as some students view the AS degree as a stepping stone to a baccalaureate degree.**
- **The courses required for the AS are the same as those for the 4 year degree, so maintaining the program is budget neutral.**
- **State initiatives emphasizing “stackable” credentials and 2-year degrees could result in increased interest in this program.**

Academic Year	Headcount	Degrees Awarded
2013-2014	Fall 9/Spring 10	16
2012-2013	Fall 10/ Spring 5	9
2011-2012	Fall 12/Spring 6	8
2010-2011	Fall 16/Spring 13	15
2009-2010	Fall 6/Spring 13	12
2008-2009	Fall 17/Spring 11	10
2007-2008	Fall 28/Spring 14	10

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PROGRAM REVIEW

Institution: City College at Montana State University Billings

Program Years: 2007-2014

List of the programs reviewed:

Administrative Assistant

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

Merge program with another program

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

- Under the current Academic Program Prioritization recommendations, this program is being considered for integration with another program in City College
- Maintain up-to-date syllabi which includes learning goals, objectives, and competencies
- Ensure achievement of program goals by implementation of outcome-based student assessment
- Use appropriate state-of-art curriculum/delivery methods, adapted appropriately for the program
- Meet/maintain national, regional, state, and programmatic accreditation standards, best practices and external guidelines as appropriate
- Provide evidence of an active advisory committee that meets at least annually, and assists in formulating and revising program goals and outcomes
- Provide documentation of formal affiliation agreements or memorandum of understanding if applicable
- Validate excellence in teaching via faculty resumes, continuing education, and student evaluations
- List program strengths and achievements for the past seven years
- List program modifications that have taken place over the past seven years
- List program needs to ensure academic growth and stability
- Strengthen and expand partnerships with organizations that support and enhance student learning and community involvement
- Increase internal/external funding and partnerships to support programs, research, and scholarships
- Respond to market driven demands and student needs with the academic program, flexible scheduling and variety in delivery models

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Year	Pre-Majors/ Majors AS/AAS	Graduates (AAS/CAS)
2013-14	11	1
2012-13	11	4
2011-12	14	4
2010-11	12	1
2009-10	18	2
2008-09	25	7
2007-08	24	6