

Minutes of  
**The Academic & Student Affairs Committee**  
of the Montana Board of Regents  
**May 30, 2007**

Regent Lynn Hamilton, Committee Chair, called the meeting to order at 1:10 p.m. She expressed thanks to Student Regent Heather O'Loughlin for her 18 months service on the committee. She introduced new Student Regent Kerra Melvin. Roger Barber, Deputy Commissioner of Academic & Student Affairs of the Office of the Commissioner of Higher Education, introduced the new Interim Provost at MSU-Northern, Joe Callahan.

**a. Roll Call.**

All committee members were present.

**b. Approval of the minutes from the February, 2007, meeting of the Committee.**

The minutes were approved, as written.

**1. Action items**

**a. ITEM 135-101-R0507: Revisions to Board of Regents' Policy 301.3, Admissions Requirements; Graduate Students.**

*Deputy Commissioner Barber said that David Strobel, Dean of Graduate Studies at The University of Montana, initiated this policy change because of a need for more flexibility for graduate school admissions. The change mandates admissions criteria of some kind but does not require a single standard. There was a consensus to move this item forward to the full Board of Regents for approval.*

**b. ITEM 135-102-R0507: Revisions to Board of Regents' Policy 303.1, Curriculum Proposals.**

*This revision would simplify the documentation for Level II Academic Programs procedures. Discussion followed Deputy Commissioner Barber's inquiry of whether the committee members are getting enough information on which to base decisions. Regent Buchanan would like a balance of qualitative and quantitative data. Provost David Dooley, Montana State University-Bozeman, spoke to the process campuses currently use. While he agreed that key performance indicators are important in looking at investment effectiveness, he cautioned that some programs, like nursing, must be offered even when they are not cost effective. Chair Hamilton summarized that the Commissioner's Office and the Board of Regents will look at the forms to determine whether issues raised in the discussion were addressed. She said the paperwork does provide a snapshot of program curriculum proposal structure that is helpful. More global issues like transferability and duplication of offerings need to be addressed. There is also a need to make a connection between the approval and the review processes, she stressed. The committee reached consensus to move the item forward to the full Board of Regents for approval.*

**c. ITEM 135-103-R0507: Pilot Program for Suspended Students, UM-Missoula.**

*Associate Provost James Staub presented the rationale for this program. Regent Pease questioned financing of the program since course work may not be covered by financial aid programs. Chair Hamilton asked if suspended students were admitted under exemptions to the college preparatory policy, and therefore, may not be adequately prepared to succeed. Provost Dooley said that, in his experience, students who are suspended for academic reasons fail for a variety of reasons. Regent Buchanan noted that because of the lower graduation rate of suspended students there is a need to look at the cost effectiveness of intervention programs. Regent Pease stressed the importance of giving students another chance. The committee reached consensus to move item to the full Board of Regents for approval.*

**d. ITEM 135-104-R0507: Change in the Model Curriculum for Practical Nursing Programs.**

*Because of a financial aid problem discovered in implementation, this item changes the program credential from a certificate to an A.A.S., effective immediately. The committee agreed to move the item forward to the full Board for approval.*

**e. ITEM 135-105-R0507: New and Revised Policies on Research and Conflict of Interest.**

*Cathy Swift, Legal Counsel for the Office of the Commissioner of Higher Education, summarized the item's four policies regarding research and conflict of interest. These are based on recommendations to OCHE by two audits conducted by the Legislative Audit Department. Swift noted that four policies are being proposed: new Policy 401, Research and Technology Transfer, and revisions to three existing policies, Policy 401.2, Inventions and Patents, Policy 770, Conflict of Interest, and Policy 218, Institutional Organization. She noted that OCHE is recommending two changes to the policies as presented: First, section 4c of revised policy 401.2 is being withdrawn from consideration at this time. Second, OCHE recommends that the Commissioner of Higher Education approve campus policies and the BOR approve only the policies relating to OCHE and the CEOs. In response to Regent Buchanan's query about salary allocation and fund supervision, Tom McCoy, Vice President for Research, Creativity and Tech Transfer at MSU-Bozeman, noted that all research funds are subject to the same federal requirements, and a federally-mandated formula governs the distribution of federal grants for salaries. Chair Hamilton recommended the approval of the two changes proposed to the recommended policies. The committee agreed to move the item forward to the full board for approval.*

**f. ITEM 135-106-R0507: Program Exceptions to Board of Regents' Policy 301.12, Undergraduate Degree Requirements: Associate Degrees and Certificates of Applied Science.**

*Deputy Commissioner Barber introduced these exception requests that, mainly for accreditation reasons, were not able to be brought into compliance with board policy. The exceptions are: the Certificate in Farm and Ranch Business Management at Dawson Community College; (This certificate was withdrawn by the campus at the recommendation of the Two-Year Education Council and may be brought back to the committee once the Dawson faculty has had an opportunity to review the recommendations); the Associate of Applied Science degree in Civil Engineering Technology at Montana State University-Northern; the Associate of Applied Science degree in Dental Hygiene at Montana State University- Great Falls College of Technology. Barber told the committee that they would see more items like this as campuses finish the work of bringing programs into compliance with the above-referenced policy. A report of programs out of compliance is to be presented at the September BOR meeting. The board may be asked to put out-of-compliance programs on moratorium. Chair Hamilton noted committee consensus to move the item forward to the full Board for approval.*

**g. ITEM 135-111-R0507: Revisions to Policy 301.16, Writing Proficiency.**

*This revision adds some missing details to the policy which were intentionally vague at the time the policy was adopted almost two years ago. There was consensus to move the item forward to the full Board. Following a decision on the item, Director of Academic Initiatives Jan Clinard spoke to the growth of the writing proficiency program since its inception in 2001. This year 7,270 students completed the test of which 4,453 were online. Glasgow (new) and six other sites participated in the 2-day teacher training this spring. Deputy Commissioner Barber noted that although K-12 underwrites this program to a large degree, the board needs to put some money into the administration of it.*

**Level II Action items**

**h. ITEM 134-1001-R0107: Option in Inequality and Social Justice, UM-Missoula.**

*Deputy Commissioner Barber noted that this item was postponed from the March meeting, and UM-Missoula has added the program to its planning list. The committee agreed to move this forward to the full Board for approval.*

**i. ITEM 134-1003-R0307: Osher Lifelong Learning Institute, UM-Missoula.**

*UM-Missoula's Associate Provost Staub said this institute, which will provide additional education avenues for persons over the age of 55, is grant-funded for three years. At the end of that time it will be reviewed with the possibility of permanent endowment. There was a consensus of the committee to move the item forward to the full Board for approval.*

**j. ITEM 134-1503-R0307: Associate of Applied Science Degree in Web Development and Administration, Montana Tech of UM College of Technology.**

*Doug Abbott, Vice Chancellor of Academic Affairs at Montana Tech of UM, said that because this program emphasizes the hardware side of web development, it is unique. The committee agreed to move the item forward to the full Board for approval.*

**k. ITEM 134-2010-R0307: Bachelor of Arts Degree in Music Technology, MSU-Bozeman.**

*Collaboration with UM-Missoula resulted in some changes to this program as originally presented, primarily in the sequence of courses. 2007-2008 ASMSU President Teagan Molloy said that students consider the interdisciplinary value of the program a very popular addition. Chair Hamilton noted consensus to move the item to the full Board for approval.*

**l. ITEM 134-2802-R0307: Certificate of Applied Science and Associate of Applied Science Degree in Carpentry Technology, MSU-Northern.**

*Deputy Commissioner Barber said that this program addresses one of the two work force priorities identified by the Board, the construction trades. John Cech, Dean of the MSU-Billings College of Technology, added that this program, part of a BILT grant, is aligned with the state's apprenticeship program in carpentry. Consensus was reached to move the item forward to the full Board for approval.*

**m. ITEM 134-2852-R0307: Associate of Applied Science Degree in Surgical Technology, MSU-Great Falls College of Technology.**

*Interim Associate Dean Joe Schaffer of MSU-Great Falls announced a signed agreement with UM-Missoula COT to use their online courses in conjunction with Great Falls' face-to-face classes. The program is also being converted from a Certificate to an A.A.S. degree to comply with policy 301.12. Deputy Commissioner Barber also shared four e-mail messages that he received the day before the Board meeting concerning the on-line coursework, and Dean Schaffer addressed those concerns. There was consensus to move the item to the full Board for approval.*

**n. ITEM 134-2857-R0307: Associate of Applied Science Degree in Auto Body Repair & Refinishing, MSU-Great Falls College of Technology.**

*Dean Schaffer of MSU-Great Falls said that the actual technical coursework and amount of time in this program have increased so that a change to A.A.S. is warranted. With the change, the program is also comparable to other auto body programs in the Montana University System. There was consensus to move the item to the full Board for approval.*

**3. Information Items**

**a. Possible recommendation on Policy 940.29, Post-Baccalaureate Tuition.**

*Deputy Commissioner Barber said that there has been discussion for over a year about whether the policy that requires campuses to charge 120% tuition for a second bachelor's degree makes sense. OCHE was asked to make a recommendation knowing that UM and MSU will lose about \$300,000 a year if the policy is rescinded. Because of the current CAP agreement, OCHE recommends a transition two years out and also recommends the BOR permit a higher charge for graduate programs. Dave Dooley, Provost and VP for Academic Affairs, expressed appreciation for the time, as well as for the flexibility to charge more for certain graduate programs with a differential for non-residents. George White, MSUB Interim Provost & Academic Vice Chancellor, was concerned about an approximate \$120,000 loss to the teacher certification master's program. Provost Dooley noted MSU-Bozeman's post-baccalaureate pre-med program and anatomy education program, and said distinctions might be made between types of programs. Regent Pease said that this discussion provides an opportunity to look at how people are invited back for professional development. Regent O'Loughlin emphasized that this is a very important proposal and it is necessary to act on it.*

**b. Higher Education Center in Hamilton, Montana – M-Missoula.**

*President George Dennison of UM-Missoula presented this information as a start in movement in the direction of offering full programs and full degrees in the Bitterroot Valley. He asserted that the community college effort began after this was in motion. In response to a needs survey of the area, UM will offer classes until someone else does. He said he'd come back in a year with a full proposal to the board. Dixie Stark, representative of the Bitterroot Community College Exploratory Committee, said that most of the survey calls did not come from residents of the area. Jim Foley, University Executive Vice President, UM-Missoula, said that a third of the 1600 respondents were from the Bitterroot Valley. Victoria Clark, also of the Bitterroot Community College Exploratory Committee, said she did not feel it was a valid needs assessment for the valley and that currently employed people were surveyed. She considers the proposal for a Higher Education Center in Hamilton a distraction from what the voters have expressed, and that the timing of the offering was suspect. President Dennison said he did not see it as interfering with the community college district but as providing services and that the residents could choose the preferred sponsor. Dixie Stark said she believes there are internal contradictions in the policy in relation to this issue. Ms. Clark said that community college trustees-elect are meeting monthly and that President Dennison could discuss his ideas with them. Chair Hamilton encouraged all concerned to work together on this endeavor.*

**c. Distance Education Initiative.**

*Tom Gibson, Director of Distance Learning Business Development for OCHE, summarized his work over the last two years. The legislature has funded the work for another two years. He highlighted four key points: the WICHE program's internet course exchange, of which MSU-Bozeman is currently the only MUS member; MUS general education core online (<http://mus.edu/online>) and distance education funding to identify high demand areas, learning outcome assessments, student support online, and fee structure decisions; and learning management systems at campuses. For the sake of economies of scale, coordination of these is important. Jan Lombardi, Education Policy Advisor to Governor Brian Schweitzer, commended Director Gibson on his accountability efforts. She said that having deliverables, such as the new website, is important in responding to the many questions she gets about this project.*

**d. Memorandum on Certificates of 30 credits or less.**

*Deputy Commissioner Barber said that campuses may create certificates of 30 credits or less without Board approval. This memorandum was intended to inform the Board about certificates that have been created under that process. Flathead Valley Community College has been prolific in this area. Chair Hamilton wondered about the termination process for these certificates. Deputy Commissioner Barber said he would come back to the Board with a recommendation.*

**e. Memorandum on program moratoriums and terminations.**

*Deputy Commissioner Barber described this as another FYI – a summary of programs no longer in operation. He noted that UM-Missoula did major restructuring of fine arts.*

**4. Consent Items**

**a. Level I memorandum.**

*Deputy Commissioner Barber presented the Level 1 memorandum for the Regents' information. The Regents had no questions or concerns about the memorandum.*

**Public Comment**

There was none.

The meeting adjourned at 4:48 p.m.

Submitted by Jeanne Horvath