

**L E V E L I
M E M O R A N D U M**

DATE: October 21, 2010

TO: Chief Academic Officers, Montana University System

FROM: Sylvia Moore, Deputy Commissioner for Academic & Student Affairs
Mary Moe, Deputy Commissioner for Two-Year Education

RE: Level I Approvals and Announcements

This memorandum is intended to inform you of the Level I changes in academic programs that have been approved in the Office of the Commissioner of Higher Education since the September 2010 meeting of the Board of Regents. It also includes announcements that may be of interest to the Board. Any comments regarding items below must be received by the Office of the Commissioner of Higher Education no later than **October 27, 2010**. If you have any questions, we would be happy to answer them with the help of our colleagues in academic affairs. Comments and questions should be directed to Summer Marston, Executive Assistant to the Deputy Commissioners.

OCHE Approvals

Dawson Community College:

- Re-title the existing CAS and AAS in Agricultural Power and Machinery to Gas and Diesel Mechanics
ITEM #148-202+R1110 | Attachment #1

Montana State University-Bozeman:

- Departmental Name Change/Ms/PhD Immunology and Infectious Diseases
ITEM #149-2005+R1110 | Attachment #1

Campus Approval of Certificates

Flathead Valley Community College:

- Offer an 18/19 credit fully online Health Information Technology – Implementation and Maintenance Specialist Certificate
ITEM #149-301+R1110 | Attachment #1

Miles Community College:

- Development of a 26-credit professional certificate in Customer Relations
ITEM #149-419+R1110 | Attachment #1
- Development of a 24-credit professional certificate in Phlebotomy
ITEM #149-420+R1110 | Attachment #1 | Attachment #2

Montana State University-Bozeman:

- Establish a Graduate Certificate in Applied Statistics
ITEM #149-2004+R1110

ITEM 148-202+R1110

Request to change the title of our AAS/CAS in Agricultural Power and Machinery to an AAS/CAS in Gas and Diesel Technology

THAT

Dawson Community College seeks to re-title the existing CAS and AAS in Agricultural Power and Machinery to the title: Gas and Diesel Mechanics.

EXPLANATION

The change has been recommended by the program advisory committee and the internal academic affairs committee as necessary to accurately reflect the program curriculum to potential employers and students. Feedback from both constituents prompted this request.

ATTACHMENTS

Level I request form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: **148-202+R1110**

Meeting Date: **November 18-19,2010**

Institution: **Dawson Community College**

CIP Code: **010204**

Program Title: **AAS & CAS Gas and Diesel Technology**

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X A. Level I action requested (place an X for all that apply):

Level I proposals include campus initiatives typically characterized by (a) minimal costs; (b) clear adherence to approved campus mission; and (c) the absence of significant programmatic impact on other institutions within the Montana University System and Community Colleges. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site.

- 1. Re-titling existing majors, minors, options and certificates; (e.g. from B.S. in Mechanized Agriculture to B.S. in Agricultural Operations Technology);
- 2. Eliminating existing majors, minors, options and certificates via a Program Termination Checklist;
- 3. Placement of program into moratorium via a Program Termination Checklist;
- 4. Adding new minors or certificates where there is a major;
- 5. Adding new minors or certificates where there is an option in a major;
- 6. Departmental mergers and name changes;
- 7. Program revisions; and
- 8. Distance or online delivery of previously authorized degree or certificate programs.

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

- 1. Options within an existing major or degree;
- 2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools *with the exception of the five Colleges of Technology where changes require Board action;*
- 3. Consolidating existing programs and/or degrees.

Montana Board of Regents
LEVEL I REQUEST FORM

C. Temporary Certificate or A.A.S. degree programs:

Certificate or Associate of Applied Science Degree Programs may be submitted as Level I proposals, with memo and backup documentation, when they are offered in cooperation with and /or at the request of private or public sector partners and the decision point to offer the program is not consistent with the regular Board of Regents program approval process. Level I approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the normal program approval process as Level II Proposals.

All other Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

D. Campus Certificates:

Although certificate programs of 29 credits or fewer may be implemented by the individual campuses without approval by the board of regents, those certificates do need to be reported to the office of the commissioner of higher education and listed on the Montana University System's official degree and program inventory. These Level I proposals will be listed as information items at the next regular meeting of the board.

Specify Request:

Dawson Community College respectfully requests to change the title of our AAS/CAS in Agricultural Power and Machinery to an AAS/CAS in Gas and Diesel Technology. The change is requested to more accurately reflect the focus of the program. The change was approved by the program advisory committee and the academic affairs committee. No curricular changes or requirements to the program(s) are necessary with the change in title.

ITEM 149-2005+R1110

Departmental Name Change and Retitling of Masters and PHD Degrees to Immunology and Infectious Diseases

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to change the name of the department from Veterinary Molecular Biology to Immunology and Infectious Diseases and to retitle the existing degrees to reflect this change.

EXPLANATION

Veterinary Molecular Biology (VMB) is one of six academic units in the College of Agriculture at Montana State University-Bozeman. At this time MSU-Bozeman is requesting a departmental name change and a companion name change in the M.S. and Ph.D. degrees. The VMB department's research and instructional focus has changed over the past two decades, with the major focus now on immunology and infectious disease. The current name does not reflect departmental programs or the graduate research emphasis. In addition, the term 'veterinary' is very misleading.

Thus, the following name changes are requested:

- Department of Immunology & Infectious Diseases (from Dept. of Veterinary Molecular Biology)
- M.S. in Immunology and Infectious Diseases (from M.S. in Veterinary Molecular Biology)
- Ph.D. in Immunology and Infectious Diseases (from Ph.D. in Veterinary Molecular Biology)

These changes will not only fit better with the current scope of the department and graduate programs, but they will also make a significant difference for the future in our ability to attract and recruit graduate students, visiting scholars and faculty members who are confused by the current name.

There are no other existing academic units or degree programs at the University of Montana or at other universities in Montana with this name.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: **149-2005+R1110**

Meeting Date: **November 18-19, 2010**

Institution: **Montana State University-Bozeman**

CIP Code: **26.0508**

Program Title: **Departmental Name Change/Ms/PhD Immunology and Infectious Diseases**

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- 5. Adding new minors or certificates where there is an option in a major;
- 6. Departmental mergers and name changes;
- 7. Program revisions; and
- 8. Distance or online delivery of previously authorized degree or certificate programs.

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

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Montana Board of Regents
LEVEL I REQUEST FORM

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These changes will not only fit better with the current scope of the department and graduate programs, but they will also make a significant difference for the future in our ability to attract and recruit graduate students, visiting scholars and faculty members who are confused by the current name.

There are no other existing academic units or degree programs at the University of Montana or at other universities in Montana with this name.

ITEM 149-301+R1110

Health Information Technology – Implementation and Maintenance Specialist Certificate
Flathead Valley Community College

THAT

Flathead Valley Community College Board of Trustees has approved an 18/19 credit fully online Health Information Technology – Implementation and Maintenance Specialist Certificate.

EXPLANATION

Flathead Valley Community College is establishing a certificate under a sub-contract of the multi-state consortia of colleges supported by a federally-funded cooperative agreement through the Department of Health & Human Services (Community College Consortium of Information Technology Professionals on Health Care) to provide five specialty certificates in the field of Health IT. It will provide students with workforce training in a field that anticipates over 50,000 opportunities nationwide in the next three-five years. In partnership with Montana Tech, UM Helena College of Technology and MSU Great Falls College of Technology, FVCC has developed the Health Information Technology – Implementation and Maintenance Specialist Certificate. The certificate provides two tracks – one for students with a health information background (19 credits) and one for students with an information technology background (18 credits).

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: **149-301+R1110**

Meeting Date: **November 18-19, 2010**

Institution: **Flathead Valley Community College**

CIP Code: **51.2706**

Program Title: **Health Information Technology – Implementation and Maintenance Specialist Certificate**

Level I proposals are those that may be approved by the Commissioner of Higher Education or the Commissioner's designee. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board. The institution must file the request with the Office of the Commissioner of Higher Education by means of a memo to the Deputy Commissioner for Academic and Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BOR scheduled meeting.

A. Level I action requested (place an X for all that apply):

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- 6. Departmental mergers and name changes;
- 7. Program revisions; and
- 8. Distance or online delivery of previously authorized degree or certificate programs.

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

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Montana Board of Regents
LEVEL I REQUEST FORM

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All other Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

X D. Campus Certificates:

Although certificate programs of 29 credits or fewer may be implemented by the individual campuses without approval by the board of regents, those certificates do need to be reported to the office of the commissioner of higher education and listed on the Montana University System's official degree and program inventory. These Level I proposals will be listed as information items at the next regular meeting of the board.

Specify Request:

Flathead Valley Community College is establishing a certificate under a sub-contract of the multi-state consortia of colleges supported by a federally-funded cooperative agreement through the Department of Health & Human Services (Community College Consortium of Information Technology Professionals on Health Care) to provide five specialty certificates in the field of Health IT. It will provide students with workforce training in a field that anticipates over 50,000 opportunities nationwide in the next three-five years. In partnership with Montana Tech, UM Helena College of Technology and MSU Great Falls College of Technology, FVCC has developed the Health Information Technology – Implementation and Maintenance Specialist Certificate. The certificate provides two tracks – one for students with a health information background (19 credits) and one for students with an information technology background (18 credits).

ITEM 149-419+R1110

Customer Relations Certificate; Miles Community College

THAT

Miles Community College submits this Level I Request as official notification to the Board of Regents of the development of a 26-credit professional certificate in Customer Relations.

EXPLANATION

This certificate program requires no new courses to be developed, nor additional faculty hired. Courses taught in the Small Business Management AAS degree are taught in this certificate. The certificate is designed for those students who need to polish their skills for a job in customer service, but who do not necessarily need a two-year degree. By allowing the courses to be delivered online, students may work in the retail or business environment and take courses around their work schedule. If they are required later to obtain more education for advancement, this is a pathway into the Small Business Management AAS program.

All of these courses are already developed for online, so no additional funds will be disbursed for this purpose. Currently, there are two online certificates in this area. UM-Missoula has a Customer Relations certificate and Flathead Valley Community College offers a Customer Service certificate. Neither of these institutions market their certificate in eastern Montana at this time. Therefore, both Academic Officers, Lynn Stocking at UM-Missoula COT and Kathy Hughes at Flathead Valley Community College agreed this would not be in conflict with their programs.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: **149-419+R1110**

Meeting Date: **November 18-19**

Institution: **Miles Community College**

CIP Code: **52.1804**

Program Title: **Customer Relations**

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Montana Board of Regents
LEVEL I REQUEST FORM

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X D. Campus Certificates:

Although certificate programs of 29 credits or fewer may be implemented by the individual campuses without approval by the board of regents, those certificates do need to be reported to the office of the commissioner of higher education and listed on the Montana University System’s official degree and program inventory. These Level I proposals will be listed as information items at the next regular meeting of the board.

Specify Request:

Miles Community College is giving official notification that the Academic Standards and Curriculum Committee at the College has approved a certificate program in Customer Relations. This 26-credit certificate program is designed to develop the skills necessary for an individual entering the service industry. Upon completion of this program, students will have the interpersonal skills necessary to become sales and customer service associates in a retail or business setting. They will also have proficient computer skills and key business communication skills to make them candidates for future promotion.

CUSTOMER RELATIONS CERTIFICATE

Fall Semester		Spring Semester	
Course	Credit	Course	Credit
CAPP 120 Introduction to Computers	3	CA 112 Human Relations	2
M 108 Business Math	3	ACTG 101 Accounting Procedures	3
BU 210 Sales, Merchandising, & Retail	3	BU 216 Customer Service	3
BU 213 Marketing	3	WRIT (100 level)	
		Intro to Business Writing preferred	3
		CA 111 Interpersonal Communication	3
Total Credits	12	Total Credits	14

This certificate is also considered a pathway in the business curriculum to a Small Business Management AAS degree.

ITEM 149-420+R1110

Phlebotomy Technician Certificate; Miles Community College

THAT

Miles Community College submits this Level I Request as official notification to the Board of Regents of the development of a 24-credit professional certificate in Phlebotomy.

EXPLANATION

The College has received federal appropriation dollars to establish a healthcare ladder program that will enhance the other medical offerings of nursing and the radiology technician partnership with MT Tech College of Technology in Butte. Prior to submission of the appropriations, hospitals were asked to list their most urgent needs. A medical lab technician program was the number one need in the region. Part of the career path for a medical lab technician is the phlebotomy certification, as these are often combined positions in rural healthcare facilities. Miles Community College is working on a partnership with Bismarck State College to offer a Medical Lab Technician program. Currently, there is not an accredited lab technician program in the state.

In the partnership, Miles Community College will offer the Phlebotomy Fundamentals, Phlebotomy Lab and Phlebotomy Internship that is required in the Medical Lab Technician certificate. To create a seamless career ladder program from certificate to two-year degree, MCC is going to offer a 24 credit phlebotomy certificate where all classes can merge into the Medical Lab Technician program. The 24 credit program meets the minimum requirements to make this program financial aid eligible for the many students who need this assistance to complete their education.

No state dollars will be expended to build this program for the next three years. An instructor has been hired with the appropriation dollars to design the program and teach the classes. A new science lab has been outfitted with all of the equipment necessary for this program. When the Medical Lab Technician program partnership is complete, this instructor will also teach labs for Bismarck State and arrange the clinical articulations in the region. At the conclusion of the third year, the partnership should be intact and self-sufficient with the 10 to 12 students in the program.

ATTACHMENTS

Level I Request Form
Scope and sequence for the Phlebotomy Technician certificate

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: **149-420+R1110**

Meeting Date: **November 18-19**

Institution: **Miles Community College**

CIP Code: **51.1009**

Program Title: **Phlebotomy Technician**

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Specify Request:

The Academic Standards and Curriculum Committee at Miles Community College has approved a certificate in Phlebotomy. This certificate is designed to develop the necessary skills for a person seeking to collect and handle blood samples and data safely and accurately. A person successfully completing the phlebotomy classes would qualify to sit for the ASCP (American Society for Clinical Pathology) PBT (Phlebotomy Technician) or PDT (Phlebotomy Donor Technician) certification examinations. Miles Community College is in the process of accrediting their program through NAACLS (National Accrediting Agency for Clinical Laboratory Sciences) and setting up articulation agreements for clinical experiences in regional hospitals.

The phlebotomy courses are required in the medical lab technician program under development. This certificate is a ladder program in the career pathway for medical lab technician or other health care related fields. All courses in the phlebotomy certificate will transfer to the medical lab program. There are currently 23 openings in the state of Montana for Phlebotomists when looking on www.indeed.com, a meta job search site.

MSU-Bozeman Extended University offers a month long Phlebotomy Technician online course with one face-to-face weekend at Bozeman. The 2 1/2 week practicum is run in Bozeman or Great Falls. This is a non-credit program, so would not benefit the students in the medical lab technician program to be offered at Miles Community College in partnership with Bismarck State. The Bismarck State program requires a 3-credit phlebotomy fundamentals course with one credit lab, as well as the 3-credit phlebotomy internship. Therefore, the MCC program is designed as a career pathway program into the medical lab technician degree rather than workforce training.

Attached please find the scope and sequence for the Phlebotomy Technician certificate.

Miles Community College
Phlebotomy Technician Certificate
24 credit program

Upon completion of this program, a student will:

- Demonstrate a knowledge of relevant medical terminology, anatomy, and body systems
- Demonstrate a knowledge of infectious disease, biohazards, bloodborne pathogens, etc.
- Use appropriate practices, as outlined in the OSHA Hazard Communication Standard
- Discuss the importance of patient identification
- Discuss the properties of arterial blood, venous blood, or capillary blood cells, serum, or plasma
- Follow standard operating procedures to perform a competent, effective venipuncture, capillary puncture or various other types of specimen collection from a patient
- Identify the policies and procedures used to assure quality in the obtaining of blood specimens
- Describe and follow criteria for specimens and test results that may be used as legal evidence, ie paternity testing, chain of custody, blood alcohol levels, etc.

FALL			SPRING		
Courses:		Credits	Courses:		Credits
CLS103	Phlebotomy Fundamentals	3	CA102	Human Relations	2
CLS104L	Phlebotomy Lab	1	CLS 105	Phlebotomy Internship	3
AHMS144	Medical Terminology 1	3	PHL221	Intro to Philosophy & Biomedical Ethics	3
M100	Intro to Technical Math	2	SC 124	Intro to Human Biology	3
WRIT101	College Writing	3	SC 125	Intro to Human Biology Lab	1
	Total Credits Fall	12		Total Credits Spring	12

ITEM 149-2004+R1110

Graduate Certificate in Applied Statistics

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to establish a Graduate Certificate in Applied Statistics

EXPLANATION

The proposal for the Graduate Certificate in Applied Statistics has been thoroughly reviewed utilizing MSU's standard process for new academic programs and the Provost has approved its implementation. This graduate certificate takes advantage of courses already being taught to provide graduate students a structured approach focused on underlying common statistical concepts related to data collection and analysis and on appropriate statistical inference. The coursework emphasizes statistical thinking and written interpretation of results over rote learning of statistical methodology. This 12 credit certificate will respond to student demand, improve research and make students more marketable for employment or additional graduate work.

CIP Code: 27.0501