

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

DATE: December 10, 2010

TO: Chief Academic Officers, Montana University System

FROM: Sylvia Moore, Deputy Commissioner for Academic, Research, & Student Affairs
John Cech, Deputy Commissioner for Two-Year & Community College Programs

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 November 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 **December 15, 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

Montana State University-Bozeman:

- Writing Option with BA in English [ITEM # 150-2010+R0111](#)
- Departmental Name Change to the Graduate School [ITEM # 150-2011+R0111](#)
- Departmental Name Change to the School of Music [ITEM #150-2012+R0111](#)

Montana Tech of The University of Montana:

- Change title from M.S. Industrial Hygiene Online to Master of Science Industrial Hygiene Distance Learning/Professional Track [ITEM #150-1501+R0111](#)

The University of Montana-Missoula:

- Liberal Studies minor; UM-Missoula [ITEM #150-1007+R0111](#)

The University of Montana-Western:

- Option in Web and Digital Media within existing B.S. Major in Business Administration [ITEM #150-1604+R0111](#)

Intent to Terminate

Flathead Valley Community College:

Terminate Welding and Fabrication Technology Certificate of Applied Science [ITEM #150-304-R0111](#)

Campus Approval of Certificates

None at this time.

ITEM 150-2010+R0111

Writing Option within BA in English

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to establish a Writing Option within the BA in English

EXPLANATION

MSU-Bozeman proposes to add a Writing option to MSU's English B.A., parallel to its existing Literature and Teaching options. Building on a popular and successful Writing minor, the Writing option will emphasize the study and practice of a wide range of writing, including expository, professional, creative, and scholarly writing, stressing both research on writing and the development of professional experience through internships and publication. The Writing option fills a gap in courses of study typically offered for B.A.s in English and will draw additional students to the English major. By adding this option, we will be joining a national trend of offering dedicated Writing options and majors while also serving Montana's and MSU-Bozeman's need for additional writing course offerings. Building on the strength of existing coursework in academic, technical, professional, and creative writing, plus rhetorical theory, linguistics, and pedagogy courses, the Writing option will require minimal new coursework to meet existing and anticipated student demand.

ATTACHMENTS

Curriculum proposal
Level I request form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: **150-2010+R0111**

Meeting Date: **January 13, 2011**

Institution: **MSU-Bozeman**

CIP Code: **23.1301**

Program Title: **Writing Option within BA in English**

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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.

X 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:

MSU-Bozeman proposes to add a Writing option to MSU's English B.A., parallel to its existing Literature and Teaching options. Building on a popular and successful Writing minor, the Writing option will emphasize the study and practice of a wide range of writing, including expository, professional, creative, and scholarly writing, stressing both research on writing and the development of professional experience through internships and publication. The Writing option fills a gap in courses of study typically offered for B.A.s in English and will draw additional students to the English major. By adding this option, we will be joining a national trend of offering dedicated Writing options and majors while also serving Montana's and MSU-Bozeman's need for additional writing course offerings. Building on the strength of existing coursework in academic, technical, professional, and creative writing, plus rhetorical theory, linguistics, and pedagogy courses, the Writing option will require minimal new coursework to meet existing and anticipated student demand.

Montana Board of Regents
LEVEL I REQUEST FORM

Curriculum Proposals

1. Overview

We propose to add a Writing option to MSU's English B.A., parallel to its existing Literature and Teaching options. Building on a popular and successful Writing minor, the Writing option will emphasize the study and practice of a wide range of writing, including expository, professional, creative, and scholarly writing, stressing both research on writing and the development of professional experience through internships and publication. The Writing option fills a gap in courses of study typically offered for B.A.s in English and will draw additional students to the English major. By adding this option, we will be joining a national trend of offering dedicated Writing options and majors while also serving Montana's and MSU-Bozeman's need for additional writing course offerings. Building on the strength of existing coursework in academic, technical, professional, and creative writing, plus rhetorical theory, linguistics, and pedagogy courses, the Writing option will require minimal new coursework to meet existing and anticipated student demand.

2. Provide a one paragraph description of the proposed program. Be specific about what degree, major, minor or option is sought.

3. Need

The Writing option meets several needs:

1. Many current English majors are most interested in preparation for professional writing careers and thus are limited by the major's current Literature and Education options.
2. The English department seeks to grow enrollment and anticipates the Writing option will draw a significant number of new majors who have not perceived the current Literature and Education options as addressing their central interest in writing.
3. A Writing option will increase the English Department's contact with the non-academic professional realm, offering English majors another path to professionalization and creating the potential for additional grants and other external funding and development for the English department.
4. Writing course offerings both in the English Department and at MSU-Bozeman currently do not meet student demand, particularly in the areas of journalism and science writing; a Writing option would provide the curricular and faculty structure to improve course offerings in these areas.
5. The Dean of the College of Letters and Sciences has encouraged the department to develop this option based on both student demand and gaps in course offerings.

The department and Dean's anticipation of student demand is based on 1) reports and requests from current students, 2) the success of the department's existing Writing minor and the widespread interest in writing instruction that it demonstrates, and 3) research on national trends that demonstrates widespread demand for and success of Writing options and majors where they are implemented. Students, parents, and faculty in disciplines across the university are aware that professional writers are in high demand in most fields, and that graduates with strong writing backgrounds tend to strengthen their chances in competitive job markets. The Writing option would meet the needs of students who want to focus specifically on becoming professional writers and the needs of students who wish to double-major in writing and another field of study.

The current Writing minor serves students who want additional writing credentials but limited breadth of study, but

Montana Board of Regents LEVEL I REQUEST FORM

student requests and the popularity of current writing courses show demand for a full major. Our Creative Writing and Technical Writing courses constantly have waiting lists, and we already increase the frequency of offerings such as Advanced Composition beyond the rotation set by the course catalog in order to partially meet student demand.

4. Institutional and System Fit

The Writing option connects to existing university curricula by filling a current gap in the English major. It will not require changes to either of the existing options in the major, nor to any other programs of study in the university. It is clearly differentiated from other options in the major and from other majors because no other existing options or majors offer its focus on the study of writing or its depth in that study.

MSU-Bozeman's strategic goals include serving its students by teaching them cutting-edge knowledge in fields of their interest and preparing them to contribute professionally to their communities and the state of Montana; those strategic goals also include supporting and enhancing Montana communities and the state as a whole through extension and outreach. The Writing option improves MSU's ability to accomplish those goals by creating an opportunity for students to study writing at greater depth, enhancing their communication and research skills. The option also increases MSU's dedication to having an inquiry and research-based curriculum in a broad range of disciplines.

Currently no other MUS institution offers a Writing major or option that takes in the breadth of professional, creative, and scholarly writing. The University of Montana focuses on creative writing with impressive depth of undergraduate coursework. In contrast, our Writing option will offer only limited creative writing coursework and will instead broadly attend to many domains of writing, fleshing out MSU's expository writing course offerings (already broader than U of M's). We've also confirmed that our limited new course proposals, which are integral to and define the option, do not duplicate courses already existing in the common course-numbering system.

5. Program Details

Please also refer to the Writing Option advising worksheet that lays out required coursework and course options, as well as the proposed language for the university catalog. (New courses described below are marked with an asterisk—please see accompanying course descriptions.)

The Writing option is designed around coursework that teaches the study and production of a wide range of written genres. It emphasizes current and emerging writing technologies, theories of writing that draw on the knowledge of numerous disciplines (composition and rhetorical theory, linguistics and discourse theory, literacy studies, psychology, and cultural studies), and genres and modalities of writing suitable to professional, technical, scholarly, and creative pursuits.

The 48-hour option matches the hour requirement in other English BA options. Eight courses are required. WRIT 205*: Introduction to Writing Studies serves as the gateway to the major and provides an overview of the discipline of Writing Studies, focusing on its methods of inquiry and issues of interest to writers and to writing researchers and theorists. Also required are a creative writing course (WRIT 328*: Creative Writing); WRIT 326: Advanced Composition and ENGL 450: Rhetorical Theory (both established courses); and WRIT 371*: Digital Rhetorics and Multimodal Writing, which focuses specifically on established, new,

Montana Board of Regents
LEVEL I REQUEST FORM

and emerging electronic and digital genres of writing. The option requires an internship (WRIT 498) and is capped by a writing-specific version of the English major's capstone research seminar (WRIT 494RH*). In addition to these eight required courses, the option requires three additional elective writing courses (see p. 2 of the Writing Option advising worksheet).

The required internship, in particular, demonstrates our commitment to preparing students for the writing jobs of the future. Through extensive coordination with the MSU community—especially MSU's Office of Community Involvement—and the Gallatin Valley region, we can offer students tangible workforce preparation and experiences that markedly increase employment options upon graduation. The department's commitment to providing and supervising internships and similar experiences will be central to students' success in the Writing option.

As is typical in Writing options and majors linked to English degrees in MSU's peer institutions, 15 hours of literature courses are required, including LIT 201: Introduction to Literary Studies and four elective courses.

Writing, like literature and linguistics, is an extensively theorized and researched field of scholarly study. Therefore, upper-division courses will primarily be taught by tenure-line, researching and publishing faculty with professional experience writing the genres they're teaching. Faculty are invested in the program so that even lower-division courses will be staffed by tenure-line faculty whenever possible. These principles will guide teaching assignments and hiring priorities.

6. Resources

We have designed the option to initially limit new coursework and offer no courses not covered by current faculty expertise while we prove demand for the option. As demand for the Writing option is proven in its beginning years, we anticipate developing additional coursework and potentially re-proportioning the department faculty to better balance literature and writing specialists. While some of this balancing can be accomplished through replacement hires for faculty retirements, in the 3-5 year horizon we will need to hire two additional tenure-line writing faculty, one of whom would have half-time appointment in the Writing Center.

From existing interest in the Writing option, we project that the program will begin with 25-30 majors, a blend of current Literature-option majors who shift options and new majors. Existing faculty can cover that many students. We estimate that in five years, the option will grow to parallel the number of majors in our Teaching Option, 70-90 per year, about 1/3d of our majors. But we cannot offer a sufficient number of sections for more than about 50 majors without an additional tenure-line hire in writing—enrollment we expect to see in about three years. And by our projections, 25 additional majors beyond that (75 total) will necessitate another hire.

These projected hiring needs align with the priorities established by the department's 2010 external review, which recommended to the Dean the immediate hire of a writing specialist to direct the university's Writing Center. Appointed in the department of English, the Writing Center director's teaching load would support the writing option. This position would thus be one of the two hires we suggest here.

In addition to human resources, some of the coursework a Writing option must offer is technology intensive, and the department regularly applies for grant funding to provide students with required

Montana Board of Regents
LEVEL I REQUEST FORM

technology for their coursework. Because current technology is crucial for the University Writing Program and for the Department Writing minor, we anticipate the need for such funding will grow regardless of the implementation of a Writing Option.

7. Assessment

How will the success of the program be measured?

The Writing option will be assessed in a number of ways. First, it will immediately be part of the regular annual assessment the English department conducts of its Literature and Education options. Second, we will closely monitor enrollment as an indicator of how the program meets student needs. In addition, we will further develop the program in response to student and alumni surveys that indicate how well various elements of the program are meeting our goals in launching the option.

8. Process Leading to Submission

Describe the process of developing and approving the proposed program. Indicate, where appropriate, involvement by faculty, students, community members, potential employers, accrediting agencies, etc.

The English department's Curriculum Committee developed the Writing option proposal with the strong support of department faculty as a whole and the Dean of Letters & Sciences. In Fall 2009 committee members researched other Writing options and majors both at peer institutions and nationwide, as well as researching writing curricula at other MUS systems and the common course numbering system. Department faculty specializing in writing and language met to consider a variety of options relating to required and elective coursework, and the Curriculum Committee drafted an initial proposal. During this stage, the Dean considered a draft of the proposal; in addition, we consulted the assistant vice provost for undergraduate education throughout the development process. The proposal was circulated among the department, revised based on faculty feedback, and then received a unanimous approving vote from department faculty.

ITEM 150-2011+R0111

Departmental Name Change to The Graduate School

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to change the name of the Division of Graduate Education to the Graduate School

EXPLANATION

Montana State University – Bozeman requests permission to change the title of its existing ‘Division of Graduate Education’ to ‘The Graduate School’. This change is supported by the University’s Council of Graduate Education and reflects an effort to increase regional, national, and international competitiveness of graduate programs through consistency in nomenclature. Regionally and nationally the title Graduate School is by far the most used descriptor of the organization at universities for graduate programs. Graduate programs are overwhelmingly national or regional in orientation, thus it is very important to have MSU programs recognizable at these levels.

The Division of Graduate Education (DGE) at MSU is fully comprehensive in its mission. Designation as “The Graduate School” makes academic sense since DGE is home to the largest (enrollment) master’s degree program on campus, the Master’s of Science in Science Education. DGE is also the home for doctoral students in the Molecular Biosciences Program during their first year of enrollment at MSU. Future graduate programs may also be located in DGE as we seek to expand our offering particularly for professional and interdisciplinary graduate programs.

The proposed name change is identical to the University of Montana – Missoula’s nomenclature and 9 land grant universities in the western U.S.

ATTACHMENTS

Level I request form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: **150-2011+R0111**

Meeting Date: **January 13, 2011**

Institution: **MSU-Bozeman**

CIP Code: **n/a**

Program Title: **The Graduate School**

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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:

Montana State University – Bozeman requests permission to change the title of its existing 'Division of Graduate Education' to 'The Graduate School'. This change is supported by the University's Council of Graduate Education and reflects an effort to increase regional, national, and international competitiveness of graduate programs through consistency in nomenclature. Regionally and nationally the title Graduate School is by far the most used descriptor of the organization at universities for graduate programs. Graduate programs are overwhelmingly national or regional in orientation, thus it is very important to have MSU programs recognizable at these levels.

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The proposed name change is identical to the University of Montana – Missoula's nomenclature and 9 land grant universities in the western U.S.

ITEM 150-2012+R0111

Departmental Name Change to School of Music

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to change the name of the Department of Music to the School of Music

EXPLANATION

The Department of Music is one of four academic units in the College of Arts and Architecture at Montana State University – Bozeman. At this time MSU Bozeman is requesting a departmental name change to School of Music. The name change would make parallel the organization within the College of Arts and Architecture, wherein at present, there are three Schools (Architecture, Art, and Film & Photography), and only one Department (Music). Professional programs often use the designation of school. The name change would elevate the existing program in terms of recognizing the comprehensive nature of the offerings and have a positive impact on recruiting faculty and students. The name change is in line with other similar units in Montana and at peer institutions. It is also in compliance with the appropriate disciplinary accrediting authority the National Association of Schools of Music (NASM).

ATTACHMENTS

Level I request form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: **150-2012+R0111**

Meeting Date: **January 13, 2011**

Institution: **MSU-Bozeman**

CIP Code: **50.0999**

Program Title: **School of Music**

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

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B. Level I with Level II documentation:

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- 1. Options within an existing major or degree;
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Montana Board of Regents
LEVEL I REQUEST FORM

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

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Specify Request:

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ITEM 150-1501+R0111

Request to change the title of Montana Tech of The University of Montana's Master of Science in Industrial Hygiene from *M.S. Industrial Hygiene Online* to *Master of Science Industrial Hygiene Distance Learning/Professional Track*.

THAT

The Montana Board of Regents approves Montana Tech's request to change the name of its on-line Industrial Hygiene masters degree from *M.S. Industrial Hygiene Online* to *M.S. Industrial Hygiene Distance Learning/Professional Track*.

EXPLANATION

Montana Tech offers its Master of Science Degree in Industrial Hygiene to two distinct groups, on-campus students and working professionals. The M.S. program offered to on-campus students is delivered using the standard face-to-face modality. The M.S. program offered to working professionals is entirely distance-based. The engineering accrediting body ABET (*Accreditation Board for Engineering and Technology*) mandates that distance-based programs be differentiated in the name of the degree from a traditional face-to-face degree.

Montana Tech's distance-based Industrial Hygiene masters students, its Industrial Hygiene faculty members, and the Industrial Hygiene's Departmental Industrial Advisory Board believes that the new name better reflects who the degree is designed to serve.

ATTACHMENTS

None

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: **150-1501+R0111**

Meeting Date: **January 13, 2011**

Institution: **Montana Tech**

CIP Code: **51.2200**

Program Title: **Industrial Hygiene Online**

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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:

Change the name of the online Industrial Hygiene M.S. Degree program from:
M.S. Industrial Hygiene Online

To

M.S. Industrial Hygiene Distance Learning/Professional Track

ITEM 150-1007+R0111

Liberal Studies minor

THAT

In accordance with Montana University System Policy, the University of Montana-Missoula requests approval from the Board of Regents of Higher Education to establish a minor in Liberal Studies.

EXPLANATION

The Department of Liberal Studies currently offers a major in Liberal Studies. They request approval of a new minor in Liberal Studies. The minor will provide students interested in the study of enduring and critical questions with the knowledge and skills to approach these from another perspective. Existing courses meet the requirements of the minor.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: **150-1007+R0111**

Meeting Date: **January 13, 2011**

Institution: **The University of Montana**

CIP Code: **24.0101**

Program Title: **Minor in Liberal Studies**

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.

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:

The University of Montana requests approval to create a minor in the Department of Liberal Studies.

ITEM 150-1604+R0111

The University of Montana Western

Option in Web and Digital Media within existing B.S. Major in Business Administration

THAT

The University of Montana Western proposes to add a new Option in Web and Digital Media to its B.S. Business Administration Major while eliminating two other Options in the same major (Information Technology & Network Administration; and Office Systems Technology).

EXPLANATION

The proposed changes would eliminate two Options (Information Technology & Network Administration; and Office Systems Technology) in the B.S. Business Administration Major and replace them with a single new Option (Web and Digital Media). This proposed change was based on program review that examined industry trends and what prospective students were interested in. This new option would give students the skills to create websites, work in e-commerce, advertising, and help any small business owner create an internet presence.

ATTACHMENTS

Level II documentation

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: **150-1604+R0111**

Meeting Date: **January 13, 2011**

Institution: **The University of Montana Western**

CIP Code: **11.0801**

Program Title: **Option in Web and Digital Media within existing B.S. Major in Business Administration**

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):

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.

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- 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.

X 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:

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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: The University of Montana Western proposes to add a new Option in Web and Digital Media to its B.S. Business Administration Major while eliminating two other Options in the same major (Information Technology & Network Administration; and Office Systems Technology). By replacing two less popular options with a single option that better serves the needs of students, there would be a net reduction in the number of course sections offered and the need for faculty.

LEVEL II Documentation

Curriculum Proposals

1. Overview

Provide a one paragraph description of the proposed program. Be specific about what degree, major, minor or option is sought.

The proposed changes would eliminate two Options (Information Technology & Network Administration; and Office Systems Technology) in the B.S. Business Administration Major and replace them with a single new Option (Web and Digital Media). This proposed change was based on program review that examined industry trends and what prospective students were interested in. This option will give students the skills to create websites, work in e-commerce, advertising, and help any small business owner create an internet presence. With the digital world that business is becoming this seems to be a perfect fit for Montana Western's B.S. in Business Administration.

2. Need

Montana Board of Regents
LEVEL I REQUEST FORM

a. To what specific need is the institution responding in developing the proposed program?

The proposed option is a combination of two existing option areas, the institution will benefit in a reduced course offering.

b. How will students and any other affected constituencies be served by the proposed program?

The courses are on a proposed rotation, which will benefit the students in a more efficient manner than the current option(s).

c. What is the anticipated demand for the program? How was this determined?

The anticipated demand for the proposed option is between 10-20 students in the first year. The estimated demand was determined using student, community, and industry input.

3. Institutional and System Fit

a. What is the connection between the proposed program and existing programs at the institution?

The option area will be a better fit within the Business Administration degree. The changes will better prepare our students to utilize technology in the business area. No other areas will be impacted.

b. Will approval of the proposed program require changes to any existing programs at the institution? If so, please describe.

No program changes will be impacted from the proposed change.

c. Describe what differentiates this program from other, closely related programs at the institution (if appropriate).

There are no similar or closely related programs on campus.

d. How does the proposed program serve to advance the strategic goals of the institution?

The proposed option area will (Strategic Goal #1) improve undergraduate education by allowing students to gain a better understanding in technology and how to apply it to industry. The new option area will address enrollment and affordability (Strategic Goal #2) by providing opportunity for students to take technology courses online.

e. Describe the relationship between the proposed program and any similar programs within the Montana University System. In cases of substantial duplication, explain the need for the proposed program at an additional institution. Describe any efforts that were made to collaborate with these similar programs; and if no efforts were made, explain why. If articulation or transfer agreements have been developed for the substantially duplicated programs, please include the agreement(s) as part of the documentation.

There are no similar program areas to compete with. The option area will be a niche program based on needs of students, community, and industry. The basis for this

Montana Board of Regents
LEVEL I REQUEST FORM

option came from internship sites and external accreditation recommendations.

4. Program Details

- a. **Provide a detailed description of the proposed curriculum. Where possible, present the information in the form intended to appear in the catalog or other publications. NOTE: In the case of two-year degree programs and certificates of applied science, the curriculum should include enough detail to determine if the characteristics set out in Regents’ Policy 301.12 have been met.**

BS: Business Administration Degree

Web & Digital Media Option

ART 140	Color & Design (recommended gen education class)	
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COMS 205	Business Information Systems	4
COMS 210	Computer Hardware/Software Management	4
COMS 212	Introduction to Web Design	4
COMS 235	Digital & Audio Design	4
COMS 242	Digital Print Media Design	4
COMS 250	Digital Graphics & Animation Design	4
COMS 335	Advanced Web Design	4
COMS 410	Capstone Project	4
Total Credits		32

COMS 205 Business Information Systems – 4 credits

This course provides an introduction to management information systems that students need to know to be successful in the world of business. Some of the topics covered include: MIS, explaining the role of information systems in supporting organizational strategy and competitive advantage, fundamental IT concepts, hardware and software, database processing, data communications, electronic commerce, ethical implications of information technology, and the basics of networking. Students will be evaluated by oral and written assignments, examinations, and a final project. \$10 course Fee. Prereq: CAPP 100 or c/i (fall).

COMS 210 Computer Hardware & Software Management – 4 credits

This course provides a basic understanding of how personal computers work. Topics include hardware and software, understanding the motherboard, the CPU, and troubleshooting basics, managing memory, understanding, installing, and troubleshooting disk drives, supporting input, output, and multimedia devices, supporting printers, installing and using operating systems, managing and supporting operating systems, connecting PCs to networks and the Internet, and maintenance and troubleshooting fundamentals. Students will be evaluated by hands-on projects, oral and written assignments and examinations. \$15 Course Fee. Prereq: CAPP 100 or c/i (fall).

COMS 212 Introduction to Web Design – 4 credits

This project based course introduces students to the basic concepts related to designing Web sites. Students will be creating sites with Web site development software and HTML. They learn and follow the steps to create a website by planning, designing, and developing. Students will be evaluated by

Montana Board of Regents
LEVEL I REQUEST FORM

hands-on projects and examinations. Prereq: ART 140 or c/i.

COMS 235 Video & Audio Design – 4 credits

In this project based introductory course students will gain the competencies to create video and audio projects. Skills developed in this course will be design of video and audio projects, capturing and editing video and audio, podcasts, communication through a digital media and project management. Students will be evaluated on hands-on projects and examinations. This course is offered spring odd numbered years.

COMS 242 Digital Print Media– 4 credits

This project based course students will gain competencies in communication skills in print and graphic design. Through hands-on activities students will learn how to create interactive documents meant for digital publication. Students will be evaluated on hands-on projects and examinations. This course is offered in the spring even numbered years.

COMS 325 Digital Graphics & Animation Design – 4 credits

This project based course will introduce students to the concepts of creating graphics and animations for the web. Students will design images for background, text, graphics, navigation and animation. Students will gain competencies in using colors, file formats and compression methods. Students will be evaluated on hands-on projects and examinations. This course is offered in the spring odd numbered years.

COMS 335 Advanced Web Design – 4 credits

In the project based course students will use current web code to design web publications. Using coding techniques such as CSS, Dynamic HTML, and Java script will be used in the course. Students will be evaluated on hands-on projects and examinations. This course is offered spring even numbered years. Prereq: COMS 212 or c/i.

COMS 410 Capstone Project – 4 credits

This hands-on course will integrate all competencies gained during the Web & Digital Media courses to complete an individual project. This course will include discussions about professional and ethical issues related to the discipline of Web & Digital Media Development. Students will be evaluated on the hands-on project created in class. Prereqs: Art 140, COMS 205, COMS 210, COMS 212, COMS 235, COMS 242, COMS 250, COMS 325 or c/i.

Course sequence for option area:

Fall				Spring			
Block 1	Block 2	Block 3	Block 4	Block 5	Block 6	Block 7	Block 8
COMS 205	COMS 210			COMS 212	COMS 235 (Odd # years)		COMS 325 (Odd # years)
					COMS 242 (Even # years)		COMS 335 (Even # years)
			COMS 410 (Even # years)				

- If additional sections of COMS 212 are needed it can be scheduled in Block 3.

b. Describe the planned implementation of the proposed program, including estimates of numbers of students at each stage.

Montana Board of Regents
LEVEL I REQUEST FORM

It is estimated that approximately 20 to 30 students will be interested in this replacement option.

5. Resources

a. Will additional faculty resources be required to implement this program? If yes, please describe the need and indicate the plan for meeting this need.

No new resources will be allocated for this option area.

c. Are other, additional resources required to ensure the success of the proposed program? If yes, please describe the need and indicate the plan for meeting this need.

No new resources required.

6. Assessment. How will the success of the program be measured?

Assessment is based on the external accreditation criteria set forth by the IACBE (International Assembly for Collegiate Business Education) Accreditation body. The department must provide assessment information annually to maintain compliance of the external accrediting body.

7. Process Leading to Submission. Describe the process of developing and approving the proposed program. Indicate, where appropriate, involvement by faculty, students, community members, potential employers, accrediting agencies, etc.

The proposed option change was made by observations from administration and lack of numbers supporting the option area. After self review from departmental faculty and external accreditation body, it was evident we offered too many options and lacked the ability to adequately rotate these courses. From this proposed information we surveyed our external advisory board and previous student internship sites and created what we feel is the best option area for students. By combining the two previously existing options we can eliminate the rotation problem and adequately prepare students to use appropriate technology in industry. The proposal went through the entire campus curriculum approval process including review by the curriculum

January 13, 2011

ITEM 150-304-R0111

Welding and Fabrication Technology Certificate of Applied Science

THAT

Flathead Valley Community College Board of Trustees has voted to terminate the Welding and Fabrication Technology Certificate of Applied Science.

EXPLANATION

As a result of program review and curriculum realignment, the FVCC Curriculum Committee has recommended the deletion of the Welding and Fabrication Technology Certificate of Applied Science.