

LEVEL I MEMORANDUM

DATE: July 2, 2012

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 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 May 2012 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 **July 10**. 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, Assistant to the Deputy Commissioners.

Terminations, Moratoriums, and Consolidations

The University of Montana-Western:

- A.A.S. in Hospitality, Tourism, and Recreation & Tourism Option in Business Administration Major
[ITEM #156-1601+C0812](#) | [Level I Request Form](#)

August 6, 2012

ITEM 156-1601+C0812

A.A.S. in Hospitality, Tourism, and Recreation & Tourism Option in Business Administration Major

THAT

Montana Western therefore proposes that A.A.S. in Hospitality, Tourism, and Recreation & Tourism Option in Business Administration Major be placed in moratorium

EXPLANATION

The Hospitality, Tourism and Recreation (HTR) related programs at Montana Western (A.A.S in Hospitality, Tourism, and Recreation; B.S. Tourism Option in Business Administration Major) have not had full-time dedicated faculty members since 2006. Classes have had to be taught by adjuncts or as overload assignments for regular faculty whose main teaching responsibilities lie outside of the HTR area. These programs both have very small numbers of students as well as very low enrollment in those courses required only in those programs.

Montana Western therefore proposes that both of these HTR programs be placed in moratorium. Faculty in the Business and Technology Department as well as Faculty Senate have been apprised of this development.

Montana Western will determine which students are enrolled in these programs and work out a suitable course of study for them to complete their programs without delays caused by the programs being placed in moratorium. The long term future of the programs will be discussed with the department.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 156-1601+C0812 Meeting Date: August 6, 2012
Institution: The University of Montana Western CIP Code: _____
Program Title: A.A.S. in Hospitality, Tourism, and Recreation & Tourism Option in Business Administration Major

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 (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**
- 2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)**
- 3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)**
- 4. Departmental mergers and name changes**
- 5. Program revisions (Submit with completed Curriculum Proposals Form)**
- 6. Distance or online delivery of previously authorized degree or certificate programs**
- 7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)**
X
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)**
- 9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist)**

Montana Board of Regents
LEVEL I REQUEST FORM

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 (*Submit with completed Curriculum Proposals Form*);

2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (*Submit with completed Curriculum Proposals Form*)

3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals 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 Hospitality, Tourism and Recreation (HTR) related programs at Montana Western (A.A.S in Hospitality, Tourism, and Recreation; B.S. Tourism Option in Business Administration Major) have not had full-time dedicated faculty members since 2006. Classes have had to be taught by adjuncts or as overload assignments for regular faculty whose main teaching responsibilities lie outside of the HTR area. These programs both have very small numbers of students as well as very low enrollment in those courses required only in those programs.

Montana Board of Regents
LEVEL I REQUEST FORM

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