

LEVEL I MEMORANDUM

DATE: December 14, 2011

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 November 2011 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 21, 2011**. 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.

OCHE Approvals

Flathead Valley Community College:

- Retitle Administrative Assistant AAS Program to Support Professional [ITEM #154-302+R0112 | Request Form](#)

Montana State University -Billings:

- Placement of Master of Science in Sports, Recreation, and Fitness Management into moratorium [ITEM #154-2701+R0112 | Request Form](#)

Terminations, Moratoriums, and Consolidations

Flathead Valley Community College:

- Remove Administrative Assistant AAS program from moratorium [ITEM #154-301+R0112](#)
- Intent to Terminate the Plumbing Technology CAS Program [ITEM #154-304+R0112 | Request Form](#)

Montana State University –Northern:

- Rename Master of Science in Education in Learning Development to Master of Science in Education, Instruction and Learning [ITEM #154-2801+R0112 | Request Form](#)

The University of Montana-Missoula:

- Intent to Terminate the Range Resources Management option within the B.S. in Forestry degree [ITEM #154-1004+R0112 | Request Form](#)
- Intent to Terminate the Conservation option within the B.S. in Resource Conservation degree [ITEM #154-1005+R0112 | Request Form](#)

Campus Approval of Certificates

Miles Community College:

- Offer Pharmacy Technician certificate [ITEM #154-405+R0112 | Request Form](#)

January 17-18, 2012

ITEM 154-302+R0112
Support Professional AAS Program

THAT

The FVCC Board of Trustees has approved changing the title of the Administrative Assistant AAS Program to Support Professional.

EXPLANATION

The advisory board for this program suggested changing the name to Support Professional to more accurately reflect current terminology in the field.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 154-302+R0112 Meeting Date: January 17-18, 2012
Institution: FVCC CIP Code: 46.0503
Program Title: Administrative Assistant Associate of Applied Science

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)
- 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 and updated catalog copy)

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 FVCC Board of Trustees requests approval to change the title of the Administrative Assistant AAS degree to Support Professional to more accurately reflect the current terminology used in the field.

ITEM 154-2701+R1112

**College of Allied Health Professions Request for Departmental Program Placement into Moratorium;
MSU Billings**

THAT

The MSU Billings College of Allied Health Professions requests for placement of the degree program, Master of Science in Sports, Recreation, and Fitness Management, into moratorium as a consequence of internal review at MSU Billings.

EXPLANATION

No students will be admitted to the program, effective Spring 2012. Students will be encouraged to pursue other graduate degrees such as the MS – Interdisciplinary Studies Exercise and Sport Leadership. Currently there are two students in the MS Sport, Recreation, and Fitness Management program in their final year of study. Advisors for the two students will work with them to be certain they receive the degree for which they have a Plan of Study.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 154-2701+R0112 Meeting Date: January 19-20, 2012
 Institution: Montana State University Billings CIP Code: 31.0504
 Program Title: Sport, Recreation & Fitness Management

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.

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Montana Board of Regents**LEVEL I REQUEST FORM**

 ___ Program Termination Checklist and updated catalog copy)

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___ **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.

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Specify Request:

Montana State University Billings is requesting that the degree, Master of Science in Sports, Recreation, and Fitness Management be placed in moratorium as a consequence of internal review at MSUB. The effective date for the moratorium status of this program is the start of Spring 2012 semester. No students will be admitted to start in Spring 2012. Students will be encourage to pursue other graduate degrees in the College

Montana Board of Regents
LEVEL I REQUEST FORM

of Allied Health. For students who are currently in the program (there are 2 students in their final year of study), each Plan of Study will be evaluated and every effort will be made to complete that student's plan of study through coursework within the Health and Human Performance program so they may receive a Master of Science in Sport, Recreation and Fitness Management.

January 17-18, 2012

ITEM 154-301+R0112
Administrative Assistant AAS Program

THAT

FVCC Board of Trustees has voted to bring the Administrative Assistant AAS program out of moratorium.

EXPLANATION

Due to renewed interest in the field, FVCC seeks approval from the Montana Board of Regents to bring the Administrative Assistant AAS program out of moratorium.

ATTACHMENTS

None

January 17-18, 2012

ITEM 154-304+R0112
Plumbing Technology CAS Deletion

THAT

The Flathead Valley Community College Board of Trustees informs the Board of Intent to Terminate the Plumbing Technology CAS Program.

EXPLANATION

This program has been in moratorium and during that time there has been no interest in re-activating it from students or the community

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 154-304+R0112 Meeting Date: January 17 2018, 2012
Institution: FVCC CIP Code: 46.0503
Program Title: Plumbing Technology Certificate of Applied Science

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

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Specify Request:

Due to lack of interest, the Flathead Valley Community College Board of Trustees informs the Board of Intent to Terminate the Plumbing Technology CAS Program.

January 19-20, 2012

ITEM 154-2801+R0112

Name change – Master of Science in Education in Learning Development to Master of Science in Education, Instruction and Learning.

THAT

MSU-Northern requests that the program Master of Science in Education in Learning Development be changed to Master of Science in Education, Instruction and Learning.

EXPLANATION

Montana State University-Northern requests name of Master of Science in Education in Learning Development be changed to Master of Science in Education, Instruction and Learning. This change is more reflective of the curriculum and potential for growth for both traditional educators and those who educate adults in a variety of professional environments (health care, military, government agencies, NGO's etc) The course prefix will remain the same (EDUC)

ATTACHMENTS

Level I request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 154-2801+R0112 Meeting Date: January 19 & 20 2012
Institution: Montana State University-Northern CIP Code: _____
Program Title: Master of Science in Education in Learning Development

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Specify Request:

The program name change is from Master of Science in Education in Learning Development to Master of Science in Education, Instruction and Learning. This name change is more reflective of the curriculum and potential for growth for both traditional educators and those who educate adults in a variety of professional environments (health care, military, government agencies, NGO's etc.) The course pre-fix will remain the same (EDUC).

January 19-20, 2012

ITEM 154-1004+R0112

Intent to Terminate Range Resources Management option within the B.S. in Forestry degree.

THAT

The University of Montana notifies the Board of its Intent to Terminate the Range Resources Management option within the B.S. in Forestry degree.

EXPLANATION

As part of the planning process, no students have enrolled in the Range Resources Management option within the B.S. Forestry degree since 2007. The last cohort of students graduated in 2009. All students at UM-Missoula interested in range resources management have been directed to the B.S. Resource Conservation program where they take courses recommended for those interested in the study of Range Management and Grassland Ecology.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 154-1004+R0112 Meeting Date: January 19-20, 2012
Institution: The University of Montana CIP Code: [elimination of option]
Program Title: Range Resources Management Option, B.S. in Forestry

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Specify Request:

The University of Montana notifies the Board of its Intent to Terminate the Range Resources Management option within the B.S. in Forestry degree.

January 19-20, 2012

ITEM 154-1005+R0112

Intent to Terminate the Conservation option within the B.S. in Resource Conservation degree

THAT

The University of Montana informs the Board of their Intent to Terminate the Conservation option within the B.S. in Resource Conservation degree. The major will be retained but will not include any options.

EXPLANATION

Given changes in the major, the option no longer provides additional value, therefore after informing students of this possibility several years ago, we are eliminating the option. Students will now obtain a B.S. degree in Resource Conservation with no formal option.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 154-1005+R0112 Meeting Date: January 19-20, 2012
Institution: The University of Montana CIP Code: [elimination of option]
Program Title: Conservation Option, B.S. in Resource Conservation

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Specify Request:

The University of Montana informs the Board of their Intent to Terminate the Conservation option within the B.S. in Resource Conservation degree. The major will be retained but will not include any options.

January 19 & 20, 2012

ITEM 154-405-R0112
Miles Community College Pharmacy Technician Certificate

THAT

The Board of Regents authorizes Miles Community College to place the Pharmacy Technician Certificate on their degree inventory list.

EXPLANATION

Through the work of the Montana Health Network, regional pharmacists and pharmacy technicians, Miles Community College has developed a certificate for Pharmacy Technician that will prepare students to sit for the national Pharmacy Technician Certification examination. The online portion of this program, if desired by students, will be offered in collaboration with MSU-Great Falls COT. This will allow medical facilities and small rural towns the opportunity to have pharmacy services that may not be available to them due to the lack of qualified personnel.

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Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 154-405+R0112

Meeting Date: January 19 and 20, 2012

Institution: Miles Community College

CIP Code: 51.0805

Program Title: Pharmacy Technician

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)
- 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 and updated catalog copy)

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.

 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 requests to place the Pharmacy Technician certificate on their degree inventory. This degree program has been developed with the guidance of area pharmacists and pharmacy technicians, who see the benefit of such a program on the campus of Miles Community College. The Montana Health Network, which serves rural hospitals in eastern Montana, brought the need for such a program to the attention of the College. Hospitals and rural communities in eastern Montana are losing their pharmacists; therefore, a technician is needed in each rural community to aid the pharmacists located in larger cities.

Montana Board of Regents
LEVEL I REQUEST FORM

When hospitals were asked to list worker shortages and training needs in eastern Montana, the plight of the local or hospital pharmacist was brought to light. Many of the hospitals must rely on mail-order prescriptions and working via a telemedicine system. Therefore, the program that was designed with the help of pharmacists and pharmacy technicians not only covers all of the coursework necessary to pass the national examination, but also covers the operation, installation and trouble-shooting of a video-conferencing system.

Area pharmacists were eager to see this program added at Miles Community College. While technicians can study for the examination on their own time, pharmacists say that they spend an exorbitant amount of time answering questions and helping these students try to understand the material they are learning. They were very appreciative that a program could be put into place that would take care of this teaching, and that they would still be able to help the students in an internship class after they had already learned the basics of the job. In addition, the currently certified technicians agreed that they relied heavily on the area pharmacists and would have welcomed the opportunity to study with a knowledgeable instructor to help them pass the exam.

This program aligns with the pharmacy technician program at MSU-Great Falls. At this time, that program is full. However, both the instructor of the courses and the academic officer there, Heidi Pasek, assured us that additional online sections could be added if needed. The reason for partnering with MSU-Great Falls is that this program most resembled the type of program the pharmacists thought was important. In addition, by partnering with an existing program that offers the coursework online, MCC can offer the face-to-face curriculum for this degree program. However, if students wish to take the courses online, they may take those courses from MSU-Great Falls. That coursework would then transfer back to MCC to be added with the general education coursework and allow for graduation in the program. The Pharmacy Practice internship- like course would be set up in area communities through MCC. Also, if at any time MCC may not be able to hire an instructor in the field, this program would still be viable through the partnership with MSU-Great Falls.

Below is the program information as it will appear in the college catalog:

**Pharmacy Technician
Certificate
29 credits**

A pharmacy technician works under the supervision of a licensed pharmacist, assisting in pharmacy activities that do not require the professional judgment of a pharmacist. Pharmacy technicians are used in a wide variety of practice settings, including community pharmacies, hospitals, and clinical or retail settings. Job duties may include assisting pharmacists in labeling and filling prescriptions, taking inventory and stocking incoming supplies, entering prescriptions and patient profiles into the computer and verifying that the customer receives the correct prescription. Pharmacy technicians may also compound oral solutions, ointments, and creams, prepackage bulk medications and work with insurance carriers to obtain payments and refilling authority.

At the conclusion of this program, graduates are prepared to:

- Sit for the national Pharmacy Technician Certification Board (PTCB) examination.
- Practice as a qualified, licensed pharmacy technicians working with pharmacists to provide medication and other healthcare products to patients.
- Demonstrate positive work ethic, professionalism and appropriate interpersonal skills whether in a hospital, clinical or retail setting.

Montana Board of Regents
LEVEL I REQUEST FORM

- Demonstrate knowledge of medical terminology, pharmacy calculations, pharmacology, pharmacy law, insurance billing and video conferencing equipment to communicate with a pharmacist at a distant location

| FALL SEMESTER | | | SPRING SEMESTER | | |
|----------------------|--|-----------|------------------------|---|-----------|
| PHRM 100 | Intro to Pharmacy Technician | 2 | PHRM 110 | Intro to Pharmacy Practice, Law and Calculations | 4 |
| PHRM 101 | Pharmacy Calculations & Basic Pharmaceuticals | 3 | PHRM 140 | Hospital & Community Pharmacy Practice | 4 |
| CAPP 120 | Introduction to Computers | 3 | NRSG 105 | Introduction to Pharmacology | 2 |
| AHMS 144 | Medical Terminology | 3 | AHMS 156 | Medical Billing Fundamentals | 4 |
| WRIT 122 | Intro to Business Writing | 3 | EDU 294 | Video Conferencing Fundamentals | 1 |
| | | | | | |
| | TOTAL CREDITS | 14 | | TOTAL CREDITS | 15 |