

DATE: August 24, 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 **August 29**. 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 Amy DeMato, Assistant to the Deputy Commissioners.

OCHE Approvals

Montana State University-Bozeman:

- Business Administration Minor [ITEM # 156-2014+R0912](#) | [Request Form](#)

Great Falls College Montana State University:

- Veterinary Technician Associate of Applied Science [ITEM # 156-2901+R0912](#) | [Request Form](#)
- Practical Nurse Associate of Applied Science [ITEM # 156-2902+R0912](#) | [Request Form](#)
- Registered Nurse Associate of Applied Science [ITEM # 156-2903+R0912](#) | [Request Form](#)

Terminations, Moratoriums, and Consolidations

Flathead Valley Community College:

- **Termination of Administrative Assistant Certificate of Applied Science** [ITEM # 157-301+R0912](#) | [Request Form](#) | [Termination Checklist](#)

Miles Community College:

- Notice of Intent to Terminate Medical Receptionist [ITEM # 156-401+R0912](#) | [Request Form](#)

Montana State University-Bozeman:

- Notice of Intent to Terminate Post-Master's Family Nurse Practitioner Certificate [ITEM # 156-2015+R0912](#) | [Request Form](#)
- Notice of Intent to Terminate Master's of Nursing – Advanced Practice [ITEM # 156-2016+R0912](#) | [Request Form](#)

Campus Approval of Certificates

Miles Community College:

- Medical Lab Technician [ITEM # 156-402+R0912](#) | [Request Form](#)

September 19-20, 2012

ITEM 156-2014+R0912
Online delivery of the Business Administration Minor

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to deliver the Business Administration Minor via online format

EXPLANATION

The MSU-Bozeman Business Administration Minor currently attracts about 30 students per year mostly from resident MSU students majoring outside of business. To provide flexibility for our on-campus students, and to provide availability to online populations, we propose adding online sections of the business admin minor courses. Online sections of a number of the courses are already available and the build-out of the remainder of the coursework will allow a student to complete the minor entirely through online offerings.

The coursework required for the business administration Minor includes the following,

BUS 201--Managerial Communication
ACTG 201--Principles of Fin Acct
ACTG 202--Principles of Managerial Accounting
BUS 301--Management and Organization
BUS 341--Principles of Marketing
BFIN 322--Business Finance
BUS 361--Introduction to Law
ECNS 202--Principles of Macroeconomics
ECNS 204IS--Microeconomics
STAT 216Q--Introduction to Statistics

The roll-out of the online sections of the online Business Administration Minor would occur over a three semester time period as shown below and would continue indefinitely into the future.

Summer 2012: STAT 216Q, BUS 301, BUS 341 (all existing online sections)
Fall 2012: BUS 201, ACTG 201, ECNS 202
Spring 2013: ACTG 202, BFIN 322, BUS 361, ECNS 204IS

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 156-2014+R0912

Meeting Date: September 19-20, 2012

Institution: Montana State University

CIP Code: 52.0201

Program Title: Business Administration Minor

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 (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 MSU-Bozeman Business Administration Minor currently attracts about 30 students per year mostly from resident MSU students majoring outside of business. To provide flexibility for our on-campus students, and to provide availability to online populations, we propose adding online sections of the business admin minor courses. Online sections of a number of the courses are already available and the build-out of the remainder of the coursework will allow a student to complete the minor entirely through online offerings.

September 19-20, 2012

ITEM 156-2901+R0912

Veterinarian Technician Associate of Applied Science

THAT

Great Falls College Montana State University wishes to notify the Board of Regents of the delayed implementation of the Veterinary Technician Associate of Applied Science program.

EXPLANATION

Due to program start-up funding challenges, the implementation of the Veterinary Technician Associate of Applied Science program will be delayed and the program will not be offered during the 2012-2013 academic year. GFC MSU is currently working with the Vet Tech advisory board to identify funding and will pursue a moratorium for the program should funding not be identified during the upcoming academic year. Should funding be identified, the program will commence fall 2013.

ATTACHMENTS

Level I Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 156-2901+R0912 Meeting Date: September 19-20, 2012
Institution: Great Falls College MSU CIP Code: 51.0808
Program Title: Veterinary Technician 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.

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

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- 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)

Montana Board of Regents
LEVEL I REQUEST FORM

—
9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist)
—

— **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.

Montana Board of Regents
LEVEL I REQUEST FORM

Specify Request:

Due to program start-up funding challenges, Great Falls College MSU wishes to notify the Board of Regents of the delayed implementation of the Veterinary Technician Associate of Applied Science program. GFC MSU is currently working with the Vet Tech program advisory board to identify funding and will pursue a moratorium for the program should funding not be identified during the upcoming academic year. Should funding be identified, the program will commence fall 2013.

September 19-20, 2012

ITEM 156-2902+R0912

Practical Nurse Associate of Applied Science

THAT

Great Falls College Montana State University wishes to notify the Board of Regents of the postponement of the delivery of the Practical Nurse Associate of Applied Science until fall 2013.

EXPLANATION

Due to challenges recruiting qualified nursing educators, (e.g., Nursing Program Director and two faculty positions) Great Falls College MSU will postpone the delivery of the Practical Nurse Associate of Applied Science program until fall 2013.

ATTACHMENTS

Level I Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 156-2902+R0912 Meeting Date: September 19-20, 2012
Institution: Great Falls College MSU CIP Code: 51.3901

Program Title: Practical Nurse 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.

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- 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**

Montana Board of Regents
LEVEL I REQUEST FORM

completed Program Termination Checklist)

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.

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Specify Request:

Great Falls College Montana State University wishes to notify the Board of Regents of the postponement of the delivery of the Practical Nurse Associate of Applied Science (PN) until fall 2013. Due to challenges recruiting qualified nursing educators, [e.g., Nursing Program Director (one Program Director can serve both the Associate Degree in Nursing and PN programs) and one dedicated PN faculty position] Great Falls College MSU will postpone the delivery of the Practical Nurse Associate of Applied Science program until fall 2013.

September 19-20, 2012

ITEM 156-2903+R0912

Registered Nurse Associate of Applied Science

THAT

Great Falls College Montana State University wishes to notify the Board of Regents of the delayed implementation of the Registered Nurse Associate of Applied Science.

EXPLANATION

Due to the challenges recruiting qualified nursing educators (e.g., Nursing Program Director and one faculty position) Great Falls College MSU will delay the implementation of the Registered Nurse Associate of Applied Science program until fall 2013.

ATTACHMENTS

Level I Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 156-2903+R0912 Meeting Date: September 19-20, 2012

Institution: Great Falls College MSU CIP Code: 51.1601

Program Title: Registered Nurse 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.

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Montana Board of Regents
LEVEL I REQUEST FORM

completed Program Termination Checklist)

B. Level I with Level II documentation:

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

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D. Campus Certificates

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Specify Request:

Due to challenges recruiting qualified nursing educators [e.g., Nursing Program Director (one Program Director will serve both the Associate Degree in Nursing (ADN) and Practical Nursing programs) and one dedicated ADN faculty position], Great Falls College MSU wishes to notify the Board of Regents of the delayed implementation of the Registered Nurse Associate of Applied Science until fall 2013.

September 19-20, 2012

ITEM 157-301+R0912

Administrative Assistant Certificate of Applied Science

THAT

Flathead Valley Community is terminating the Administrative Assistant Certificate of Applied Science program.

EXPLANATION

The Board was notified via the May 2012 Level I memorandum of the Intent to Terminate the Administrative Assistant Certificate of Applied Science program with item #156-303+R0512. FVCC has received no feedback from constituents expressing concern about the loss of this program; therefore, with OCHE approval, this program will be terminated.

ATTACHMENTS

Level I Request Form

Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 157-301+R0912 Meeting Date: September 19 – 20, 2012
Institution: Flathead Valley Community College CIP Code: 46.0503
Program Title: Administrative Assistant Certificate 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.

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- 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)

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.

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Specify Request:

Montana University System
PROGRAM TERMINATION CHECKLIST

Pursuant to recommendations of the Montana University System Chief Academic Officers and approved by the Montana Board of Regents for Higher Education, an institution may request that an academic program be terminated/withdrawn under the Level I change process. This two-meeting process begins with the institution submitting a Level I Request Form indicating Intent to Terminate. At a following regular meeting, the institution will submit a Level I Request Form accompanied by the completed Program Termination Checklist.

Phase I:

- 1. Research the programs of study for all students currently enrolled in program and define a reasonable deadline for degree completion for all current students. Plan course offerings accordingly.**

Comments:

There are currently no students enrolled in the program.

- 2. Notify affected program faculty of impending layoff and timing based on reasonable program completion for existing students (both verbally and in writing).**

Comments:

There are currently no program faculty.

- 3. Meet with students to discuss program completion deadlines, course scheduling and options.**

Comments:

There are currently no students enrolled in the program.

- 4. Notify all internal curriculum committees and Faculty Senate of impending program closure.**

Comments:

Complete

- 5. Notify Faculty Union (where applicable).**

Comments:

Complete

- 6. Notify public advisory committee for program (where applicable).**

Comments:

Complete

- 7. File Notice of Intent to Terminate/Withdraw via Level I Request Form for Board of Regents agenda to**

Montana University System
PROGRAM TERMINATION CHECKLIST

ensure adequate public notice.

Comments:

Complete

Phase II:

8. Notify high school counselors, feeder colleges, and other constituents.

Comments:

Complete

9. Revise hardcopy and electronic catalog to remove the program or indicate planned program closure. Work with current students to ensure they will be able to complete their program within a reasonable deadline.

Comments:

Complete

10. File Level I request for Program Termination and documented checklist with Office of Commissioner of Higher Education.

Comments:

Complete

11. Level I Memo published to the Board of Regents and Montana University System.

Comments:

Complete

September 19-20, 2012

ITEM 156-401-R0912
Intent to Terminate Medical Receptionist

THAT

Miles Community College is filing notice of their intent to terminate the Certificate in Medical Receptionist.

EXPLANATION

The final termination of the program will take place at the conclusion of the 2012/2013 academic year. At this time students are being notified that they must complete the program in one year if they choose this field of study.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 156-401+R0912

Meeting Date: September 19-20, 2012

Institution: Miles Community College

CIP Code: 510712

Program Title: Medical Receptionist

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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- 6. Distance or online delivery of previously authorized degree or certificate programs**
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- 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:

Miles Community College is filing notice of their intent to terminate the Certificate in Medical Receptionist. The final termination of the program will take place at the conclusion of the 2012/2013 academic year. At this time students are being notified that they must complete the program in one year if they choose this field of study.

September 19-20, 2012

ITEM 156-2015+R0912

Termination of Post-Master's Family Nurse Practitioner Certificate

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to terminate the Post-Master's Family Nurse Practitioner Certificate

EXPLANATION

Montana State University-Bozeman requests authorization to terminate the Post-Master's Family Nurse Practitioner Certificate in conjunction with the approval of the Doctor of Nursing Practice.

ATTACHMENTS

Level I Request Form
Termination checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 156-2015+R0912 Meeting Date: September 19-20, 2012
Institution: Montana State University CIP Code: 51.3818
Program Title: Post-Master's Family Nurse Practitioner 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 (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 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:

MSU-Bozeman has requested approval to establish a Doctor of Nursing Practice (DNP). With the approval of the DNP the nurse practitioner options at the master's level will be moved to the doctoral level and the Post-Master's Family Nurse Practitioner Certificate will be eliminated.

September 19-20, 2012

ITEM 156-2016+R0912

Termination of Master's of Nursing – Advanced Practice (Family Nurse Practitioner and Family Psychiatric Mental Health Nurse Practitioner)

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to terminate the Master's of Nursing – Advanced Practice (Family Nurse Practitioner and Family Psychiatric Mental Health Nurse Practitioner)

EXPLANATION

Montana State University-Bozeman requests authorization to terminate the Master's of Nursing – Advanced Practice (Family Nurse Practitioner and Family Psychiatric Mental Health Nurse Practitioner) in conjunction with the approval of the Doctor of Nursing Practice.

ATTACHMENTS

Level I Request Form
Termination checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 156-2016+R0912 Meeting Date: September 19-20, 2012
Institution: Montana State University CIP Code: 51.3818
Program Title: Master's of Nursing – Advanced Practice (Family Nurse Practitioner and Family Psychiatric Mental Health Nurse Practitioner)

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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- 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**
X (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:

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Specify Request:

MSU-Bozeman has requested approval to establish a Doctor of Nursing Practice (DNP). With the approval of the DNP the nurse practitioner options at the master's level will be moved to the doctoral level and the Master's of Nursing – Advanced Practice (Family Nurse Practitioner and Family Psychiatric Mental Health Nurse Practitioner) will be eliminated.

September 19-20, 2012

ITEM 156-402+R0912
Medical Lab Technician

THAT

Medical Lab Technician AAS program offered on the campus of Miles Community College.

EXPLANATION

The Medical Lab Technician AAS program is being offered on the campus of Miles Community College (MCC) in partnership with Bismarck State College (BSC). Fifty one of the 87 program credits will be completed through MCC. The students will be MCC students for the first year and then must apply and be accepted into the Bismarck State program to continue. The Bismarck State program credits will be received via Interactive Television, with lab and clinical credits completed in the Miles City area through adjunct instructors hired by BSC. Bismarck State College will confer the degree upon completion. However, MCC requests that the program be listed on their degree inventory to allow Montana residents to locate this field of study in their state. Currently, this is the only Medical Lab Technician degree program in the state of Montana.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 156-402+R0912 Meeting Date: September 19-20, 2012
Institution: Miles Community College CIP Code: 51.1004
Program Title: Medical Lab Technician

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Montana Board of Regents
LEVEL I REQUEST FORM

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Montana Board of Regents
LEVEL I REQUEST FORM

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