

LEVEL I MEMORANDUM

DATE: October 18, 2013

TO: Chief Academic Officers, Montana University System

FROM: Neil Moisey, Interim 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 September 2013 meeting of the Board of Regents. It also includes announcements that may be of interest to the Board. Any comments regarding items below must be received by the Office of the Commissioner of Higher Education no later than **(October 31, 2013)**. 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 -Billings:

- Request for authorization of name change from BA – Music Business Track to BA – Music Business Option [ITEM # 161-2701+R1113](#) | [Level I Request Form](#) | [Curriculum Proposal Form](#) | [Attachment #1](#)

Montana State University-Bozeman:

- Request for curriculum change to the BS Program – Computer Engineering Degree [ITEM # 161-2006+R1113](#) | [Level I Request Form](#)
- Request for curriculum change to the BS Program – Electrical Engineering Degree [ITEM # 161-2007+R1113](#) | [Level I Request Form](#)
- Request for authorization to merge the Departments of Microbiology and Immunology & Infectious Diseases [ITEM # 161-2008+1113](#) | [Level I Request Form](#) | [Attachment #1](#)

Terminations, Moratoriums, and Consolidations

Montana State University –Northern:

- Notice of intent to terminate Minor – Automotive Technology (Auto Body) - STEP 2 [ITEM # 161-2801+R1113](#) | [Level I Request Form](#) | [Termination Checklist](#)
- Notice of intent to terminate AAS – Railroad Maintenance and Operations – STEP 2 [ITEM # 161-2802+R1113](#) | [Level I Request Form](#) | [Termination Checklist](#)
- Notice of intent to terminate Teacher Education Minor – Computer Information Systems 5-12 – STEP 2 | [ITEM # 161-2803+R1113](#) | [Level I Request Form](#) | [Termination Checklist](#)
- Notice of intent to terminate BS – Education in Business 5-12 – STEP 2 [ITEM # 161-2804+R1113](#) | [Level I Request Form](#) | [Termination Checklist](#)
- Notice of intent to terminate Minor – Communications – STEP 2 [ITEM # 161-2805+R1113](#) | [Level I Request Form](#) | [Termination Checklist](#)
- Notice of intent to terminate BA – Communications – STEP 2 [ITEM # 161-2806+R1113](#) | [Level I Request Form](#) | [Termination Checklist](#)

LEVEL I MEMORANDUM

- Notice of intent to terminate MS – General Science Education – STEP 2 [ITEM # 161-2807+R1113](#) | [Level I Request Form](#) | [Termination Checklist](#)
- Notice of intent to terminate Certificate – Agricultural Mechanics Technology – STEP 2 [ITEM # 161-2808+R1113](#) | [Level I Request Form](#) | [Termination Checklist](#)
- Notice of intent to terminate Minor – Engineering Technology: Civil Engineering Technology – STEP 2 [ITEM # 161-2809+R1113](#) | [Level I Request Form](#) | [Termination Checklist](#)
- Notice of intent to terminate Certificate – Electrical Technology – STEP 2 [ITEM # 161-2810+R1113](#) | [Level I Request Form](#) | [Termination Checklist](#)
- Notice of intent to terminate Certificate – Land Survey Technology – STEP 2 [ITEM # 161-2811+R1113](#) | [Level I Request Form](#) | [Termination Checklist](#)
- Notice of intent to terminate AAS – Graphic Design – STEP 2 [ITEM # 161-2812+R1113](#) | [Level I Request Form](#) | [Termination Checklist](#)
- Request for authorization to place Minor – Health and Physical Education into Moratorium [ITEM # 161-2813+R1113](#) | [Level I Request Form](#)
- Request for authorization to place Minor – Education in English 5-12 into Moratorium [ITEM # 161-2814+R1113](#) | [Level I Request Form](#)

The University of Montana-Western:

- Request for termination of Computer Manufacturing Option – AAS Business Major; Information Technology and Networking Certificate; and Industrial Technology Option in BS Business Administration Major – STEP 2 [ITEM # 161-1601+R1113](#) | [Level I Request Form](#) | [Termination Checklist](#)

Helena College – UM:

- Request to place AAS – Water Resources into Moratorium [ITEM # 161-1901+R1113](#) | [Level I Request Form](#)
- Request to place CAS – Carpentry into Moratorium [ITEM # 161-1902+R1113](#) | [Level I Request Form](#)
- Request to place AAS – Construction Technology into Moratorium [ITEM # 161-1903+R1113](#) | [Level I Request Form](#)
- Request to place CAS – Construction Technology into Moratorium [ITEM # 161-1904+R1113](#) | [Level I Request Form](#)

November 21-22, 2013

ITEM 161-2701+R1113

Request for authorization of name change from “Bachelor of Arts Degree in Music—Business Track” to “Bachelor of Arts Degree in Music—Business Option”

THAT

The Board of Regents of Higher Education authorizes Montana State University Billings to change the “Bachelor of Arts Degree in Music—Business Track” to “Bachelor of Arts Degree in Music—Business Option.”

EXPLANATION

This proposal is a request to change the existing program, Bachelor of Arts in Music with a Business Track, to a Bachelor of Arts in Music – Business Option. Both the College of Arts and Sciences, specifically the Department of Music, and the College of Business worked together to develop the appropriate curriculum for a Music Business degree. No new faculty, resources or courses will be necessary to make this degree change. With the Board of Regents approval of this name change we will be able to provide our students with a more marketable degree.

ATTACHMENTS

Level I Request Form (with Level II Documentation)
Curriculum Proposal
Attachment #1

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2701+R1113 Meeting Date: November 21-22, 2013
Institution: Montana State University Billings CIP Code: 50.1003
Program Title: Bachelor of Arts in Music – Business Option

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)

Montana Board of Regents
LEVEL I REQUEST FORM

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.

X 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:

This proposal is a request to change the existing program, Bachelor of Arts in Music with a Business Track, to a Bachelor of Arts in Music – Business Option. Both the College of Arts and Sciences, specifically the Department of Music, and the College of Business worked together to develop the appropriate curriculum for a Music Business degree. No new faculty, resources or courses will be necessary to make this degree change. With the Board of Regents approval of this name change we will be able to provide our students with a more marketable degree.

Montana Board of Regents
CURRICULUM PROPOSALS

1. Overview

This proposal is a request to change the existing program, Bachelor of Arts in Music with a Business Track, to a Bachelor of Arts in Music – Business Option. Both the College of Arts and Sciences, specifically the Department of Music, and the College of Business worked together to develop the appropriate curriculum for a Music Business degree. The original request for approval of a Bachelor of Arts in Music with a Business Track was taken through the University committees and approved by the Academic Senate in the fall of 2011 and implemented in the fall of 2012. No new faculty, resources or courses will be necessary to make this degree change. With the Board of Regents approval of this name change we will be able to provide our students with a more marketable degree. This is simply a request for a name change from a Bachelor of Arts in Music with a Business Track to a Bachelor of Arts in Music - Business Option.

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

The proposed name change to a Bachelor of Arts in Music – Business Option from a Bachelor of Arts in Music with a Business Track will provide the student with a more marketable degree. A degree in which the employer will immediately see on the applicants degree program, that besides a strong curriculum in music the student has also received a strong curriculum in business, one that was especially designed to prepare the student for success in the business world. Students will be required to participate in internships in the community and attend seminars taught by music business professionals.

3. Need

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

Community – Many new areas have opened up in the field of music. Billings is the largest city in Montana and has recently been ranked by the *Kiplinger's Personal Finances* as one of the top 10 cities in the United States. Based on the growth of our business community and the requests we have had from various private sectors for music interns we see a great community need.

Students - This degree will also provide our students with a wider range of career choices. If they do not wish to become music teachers or solo performers this Business Option will not only give them more career choices, but make them more employable.

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

Students who love music and wish to work in the music field, not as performers or teachers, but in marketing, promoting, public relations and as agents, will find this degree a desirable alternative to the traditional music degree. This degree will prepare them for work in the music industry. Through Internships and seminars provided by music business professionals, our students will be given hands on experience and valuable insights into which path within the music industry they will choose to pursue.

In addition to the students, the arts and business community will be served by our student interns. The number of requests for interns coming into our department is extensive and rewarding. We have received these requests through word of mouth about our program. We have already developed

Montana Board of Regents
CURRICULUM PROPOSALS

internships with the Billings Symphony and Choral, MetraPark, KEMC (local public radio station), the Boys and Girls Club and Rimrock Opera.

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

Since the approval of the Bachelor of Arts in Music with a business track one year ago, we have enrolled 10 students into the program with word of mouth advertising only. We have now developed an advertising campaign to send letters and posters to music teachers in our geographic area to inform them of the availability of this alternative degree in music. In addition we have had a number of non-profit organizations inquire about the possibility of obtaining interns. Considering the size and growth of the business community in Billings it is anticipated there will be a growing demand for this degree on the part of students and the Billings business community.

4. Institutional and System Fit

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

This degree, the Bachelor of Arts in Music - Business Option, will combine aspects of two successful programs at our University coming from the Department of Music and the College of Business. This connection will benefit both of these programs - business and music. There is also a close connection between the proposed program and the existing programs in the Department of Music since all of the programs in the Department use the same core music curriculum.

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

No

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

N/A

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

The draft for the MSUB Strategic Plan includes four core themes: cultivating teaching excellence, providing an environment for learning, promoting and engaging in civic responsibility, and enhancing the community. This proposed program will provide an environment for learning by allowing interested students the opportunity to engage in a curriculum that combines their two main areas of interest – music and business. Our internships will engage our students in our business community.

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.

Montana Board of Regents CURRICULUM PROPOSALS

Of the three NASM nationally accredited music departments in the MSU System and the State of Montana, this proposed option will be unique. There is no music business program at the University of Montana. Montana State University Bozeman does offer a Bachelor of Arts in Music – directed track in business. However their degree program simply offers a minor in one area of business: for example, a minor in accounting, a minor in finance, or a minor in management. Our proposed degree program has a specifically designed business curriculum. The College of Business created a curriculum which would prepare our students for all facets of business.

5. 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.**

See Attached

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

This program is already in place and requires only a name change.

6. 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

- B. 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

7. Assessment

How will the success of the program be measured?

Success of the program will be measured by monitoring: 1) student enrollment; 2) graduation numbers; 3) demand by the community for internships and 4) successful employment.

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 idea for developing the program was initiated by the Department Chair who had been having extensive talks with members from various community organizations. The entire music faculty researched various music business programs and developed from our core music curriculum a portion of music study that they felt was appropriate for this particular degree. A faculty member in the College of Business then

Montana Board of Regents
CURRICULUM PROPOSALS

sat down with the appropriate business faculty and created a plan of study for their portion of the program. They then took the proposed business curriculum to the entire College of Business for their approval. The Bachelor of Arts in Music with a business track went thru a number of committees and received final approval in December of 2012. Word of mouth spread quickly and in the Fall of 2013 we enrolled a large amount of students. It is obvious there is a demand for this program in the student body. In developing internships we have met individually with Directors, Managers, Presidents and Board Members. Again, the response has been overwhelming. The demand for this collaboration between the business community and the University will be beneficial to both entities. The business community will be serving our student body by developing highly trained and skilled professionals. The University will be able to attract highly quality students who desire a synthesis of both music and business.

Bachelor of Arts Degree Major in Music Business Option

Courses	Credits
General Education Requirements The following General Education course also satisfies requirements in the major: MUSI 207 (3 cr.). The credits may be counted only once. Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of credits required for graduation.	31
Music Core Requirements	45
*MUSI 101 Enjoyment of Music	3
MUSI 105 Music Theory I	3
MUSI 106 Music Theory II	3
MUSI 135 Keyboard Skills I	1
MUSI 136 Keyboard Skills II	1
MUSI 140 Aural Perception I	1
MUSI 141 Aural Perception II	1
Four credits selected from the following ensembles: *MUSI 114 Band: MSUB Symphonic *MUSI 131 Jazz Ensemble I: MSUB *MUSI 147 Choral Ensemble: University Chorus	4
Four credits of Applied Study selected from one of the following: MUSI 195A, 195B, 195C, 195D, 195E, 195F, 195G, 195H, 195I, 195J, 195K, 195L, 195M, 195N, 195O, 195P	4
*MUSI 207 World Music	3
MUSI 301 Music History I	3
MUSI 302 Music History II	3
MUSI 498 Internship/Cooperative Education	6
MUST 294 Seminar: Recording Technology	2
Electives in Music	7

Business Core Requirements	27
ACTG 201 Principles of Financial Accounting	3
ACTG 202 Principles of Managerial Accounting	3
BGEN 235 Business Law	3
BMGT 329 Human Resource Management	3
BMGT 335 Management and Organization	3
BMKT 325 Principles of Marketing	3
*ECNS 201 Principles of Microeconomics	3
Two courses chosen from the following: BMGT 353 Organizational Behavior BMGT 422 Project Management BMGT 461 Small Business Management BMIS 311 Management Information Systems COMX 320 Principles of Organizational Communication COMX 351 Principles of Public Relations	6
Language Requirements (see page 122)	8
Restricted electives selected with advisor approval	6
Electives The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.	3
Total minimum credits required for degree	120
It is a student's responsibility to know and meet the requirements for graduation. A minimum of 36 credits must be upper division classes (300 and above).	
*May satisfy General Education requirements.	
<i>Certain courses in this program have prerequisites;</i>	

students should check the course descriptions for required prerequisites.

Suggested Plan of Study

Bachelor of Arts Degree Major in Music Business Option

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts Degree Major in Music – Business Option. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

First Year	F	S
Applied Study	1	1
Performance Ensemble	1	1
MUSI 101	3	
MUSI 135	1	
MUSI 136		1
MUSI 105	3	
MUSI 106		3
MUSI 140	1	
MUSI 141		1
Music Electives		3
General Education	3	6
Totals	13	16
Second Year	F	S
Applied Study	1	1
Performance Ensemble	1	1
MUSI 207	3	
MUSI 201	3	
MUSI 202		3
General Education	4	6
Foreign Language	4	4
Totals	16	15
Third Year	F	S
MUST 294	2	
MUSI 301	3	
MUSI 302		3
BGEN 235	3	

BMKT 325		3
General Education	3	3
Music Electives	2	2
Unrestricted Electives	3	3
Totals	16	14
Fourth Year	F	S
MUSI 498		6
ECNS 201	3	
BMGT 335	3	
BMGT 329	3	
Business Electives	3	3
General Education	3	3
Unrestricted Electives		3
Totals	15	15

November 21-22, 2013

ITEM 161-2006+R1113

Request for Curriculum Change to Computer Engineering Degree (BS program)

THAT

The Board of Regents of Higher Education authorizes Montana State University to decrease the total number of credits required for a Bachelor of Science in Computer Engineering Degree.

EXPLANATION

The MSU Department of Electrical and Computer Engineering offers the BS in Computer Engineering degree program (BSCpE). After a review process involving our faculty, our External Advisory Council, and the College of Engineering Curriculum and Accreditation Committee, we propose to adjust the overall credits required for the BSCpE program to be 126, instead of the 128 credits previously required. These changes help streamline our curricula, making it more feasible for students to complete the degree requirements in four years. The degree program still exceed the minimum 120 credits required by our accreditation agency (ABET).

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2006+R1113

Meeting Date: November 21-22, 2013

Institution: Montana State University

CIP Code: 14.0901

Program Title: Bachelor of Science in Computer Engineering

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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: credit requirement change
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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.

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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 MSU Department of Electrical and Computer Engineering offers the BS in Computer Engineering degree program (BSCpE). After a review process involving our faculty, our External Advisory Board, and the College of Engineering Curriculum and Accreditation Committee, we propose to adjust the overall credits required for the degree to be 126, instead of the 128 credits previously required.

Justification:

Montana Board of Regents
LEVEL I REQUEST FORM

Due to the rapid pace of change in the computer engineering field, it is necessary from time to time to adjust the content of courses and the specific degree requirements necessary to ensure that our graduates continue to be competitive and successful in this profession. These considerations are vetted with our faculty, with our External Advisory Council, and with our peers from other universities around the country.

We are also mindful of the ongoing need to streamline curricular requirements so that an increasingly larger proportion of our students can complete their BS degree in four years. Moreover, we have examined the bottlenecks and hurdles in the prior curriculum, and redistributed the credit load more evenly across the 8 semester program.

These considerations have allowed us to adjust the BSCpE curricular requirements to include a combination of required and elective courses that comprise specific 3 credit and 4 credit slots, with no extra "orphan" credits. The result of this adjustment totals 126 credits.

The change from 128 credits to 126 credits still exceeds the minimum accreditation standard of 120 credits, and also still complies with the other university rules regarding Core courses and upper division credits. Thus, the change is expected to have a positive impact on our students' success and rate of completion.

November 21-22, 2013

ITEM 161-2007+R1113

Request for Curriculum Change to Electrical Engineering Degree (BS program)

THAT

The Board of Regents of Higher Education authorizes Montana State University to decrease the total number of credits required for a Bachelor of Science in Electrical Engineering degree.

EXPLANATION

The MSU Department of Electrical and Computer Engineering offers the BS in Electrical Engineering degree program (BSEE). After a review process involving our faculty, our External Advisory Council, and the College of Engineering Curriculum and Accreditation Committee, we propose to adjust the overall credits required for the BSEE degree to be 125, instead of the 128 credits previously required. These changes help streamline our curricula, making it more feasible for students to complete the degree requirements in four years. The degree program still exceed the minimum 120 credits required by our accreditation agency (ABET).

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2007+R1113 Meeting Date: November 21-22, 2013
Institution: Montana State University CIP Code: 14.1001
Program Title: Bachelor of Science in Electrical Engineering

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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.

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 Department of Electrical and Computer Engineering offers the BS in Electrical Engineering degree program (BSEE). After a review process involving our faculty, our External Advisory Board, and the College of Engineering Curriculum and Accreditation Committee, we propose to adjust the overall credits required for the degree to be 125, instead of the 128 credits previously required.

Montana Board of Regents
LEVEL I REQUEST FORM

Justification:

Due to the rapid pace of change in the electrical engineering field, it is necessary from time to time to adjust the content of courses and the specific degree requirements necessary to ensure that our graduates continue to be competitive and successful in this profession. These considerations are vetted with our faculty, with our External Advisory Council, and with our peers from other universities around the country.

We are also mindful of the ongoing need to streamline curricular requirements so that an increasingly larger proportion of our students can complete their BS degree in four years. Moreover, we have examined the bottlenecks and hurdles in the prior curriculum, and redistributed the credit load more evenly across the 8 semester program.

These considerations have allowed us to adjust the BSEE curricular requirements to include one fewer 3-credit class, which has been accomplished by making engineering statics (EGEN 201) an elective rather than a requirement.

The change from 128 credits to 125 credits still exceeds the minimum accreditation standard of 120 credits, and also still complies with the other university rules regarding Core courses and upper division credits. Thus, the change is expected to have a positive impact on our students' success and rate of completion.

November 21-22, 2013

ITEM 161-2008+R1113

Merger of the Departments of Microbiology and Immunology & Infectious Diseases

THAT

The Board of Regents of Higher Education authorizes Montana State University-Bozeman to merge Departments of Microbiology and Immunology & Infectious Diseases to form a consolidated and unified Department of Microbiology and Immunology that will represent an interdisciplinary department shared between the Colleges of Letters & Science and Agriculture.

EXPLANATION

The Departments of Microbiology and Immunology & Infectious Diseases are key contributors to the overall mission of MSU. Faculty members in each department via internationally recognized research and teaching programs provide the foundation for undergraduate and graduate education in all fields of microbiology and many areas of biomedical sciences. However, undergraduate and graduate programs in biomedical and environmental microbiology currently are not attaining their full potential. Among the main reasons for this shortfall is that faculty are dispersed across campus, leaving little opportunity for meaningful interactions and centralized leadership to build research and academic programs. There is an inherent and obvious integral relationship between environmental microbiology and biomedical microbiology, including medical laboratory science. Thus, MSU has the unique opportunity to build an extremely strong, balanced, and diverse academic program in microbiology by consolidating the two departments into one that will offer students the best and most in-depth education possible. In addition, increased interactions between faculty provides an environment conducive for development of interdisciplinary research programs that will be nationally competitive both individually and collectively.

ATTACHMENTS

Level I Request Form
Attachment #1

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2008+R1113 Meeting Date: November 21-22, 2013
Institution: Montana State University-Bozeman CIP Code: N/A
Program Title: Merger of the Departments of Microbiology and Immunology & Infectious Diseases

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)

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 is requesting Level I approval to merge the Departments of Microbiology and Immunology & Infectious Diseases into one department.

Montana Board of Regents
CURRICULUM PROPOSALS

1. Overview

MSU -Bozeman is requesting Level I approval to merge the Departments of Microbiology and Immunology & Infectious Diseases (ImID) into one department. The Departments of Microbiology and ImID are key contributors to the overall mission of MSU. Faculty members in each department provide the foundation for undergraduate and graduate education in all fields of microbiology via internationally recognized research and teaching programs. **However, undergraduate and graduate programs in biomedical and environmental microbiology currently are not attaining their full potential even though the university has an obligation to maintain a balanced microbiology curriculum that meets the needs of the students.** There are a number of reasons for this, not least of which is that faculty are dispersed across campus, leaving little opportunity for meaningful interactions and centralized leadership to build research and academic programs. There is an inherent and obvious integral relationship between environmental microbiology and biomedical microbiology, including medical laboratory science. Thus, these should not be considered separate disciplines, but instead sub-disciplines of a larger field of science. Centralized teaching and research curricula that embrace the diversity and importance of all aspects of microbiology will foster enriched environments for both undergraduate and graduate students – from biologists and geologists, to engineers and medical doctors.

MSU now has the opportunity to build a strong, balanced and diverse academic program in microbiology by consolidating the two departments into one that will offer students the best and most in-depth education possible. In addition, the resulting increased interactions between faculty will provide an environment conducive for development of interdisciplinary research programs that will be nationally competitive, both individually and collectively, for institution-wide student training grants and other federal funding initiatives. By strengthening through consolidation, MSU will be able to recruit and retain high-achieving students and faculty, maintain high academic standards, and promote development of thriving research programs, thus aligning with the MSU Strategic Plan for the future.

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

The proposal requests authorization to merge Departments of Microbiology and Immunology & Infectious Diseases at Montana State University into a consolidated and unified Department of Microbiology and Immunology that will be an interdisciplinary department shared between the Colleges of Letters & Science and Agriculture. Specific degrees, majors, minors or options different from those currently in place are not sought at this time.

3. Need

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

As summarized above, MSU has a unique opportunity to build a strong program in Microbiology by consolidating two departments with complementary and overlapping academic and research areas. In alignment with the MSU Strategic Plan for the future, merging these two units offers an environment that will enhance and accelerate development of interdisciplinary efforts in teaching and research. Such an environment rich in integrated and collaborative programs provides advantages for recruitment and retention of nationally and internationally competitive faculty. It follows then, that MSU also will be able to recruit and retain high-achieving students, maintain high academic standards,

Montana Board of Regents
CURRICULUM PROPOSALS

and promote development of thriving research programs.

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

We are currently not requesting changes in degrees offered. However, both undergraduate and graduate academic programs will be augmented by consolidation under centralized leadership. For example, broad instructional efforts will be enhanced by increased student FTE, program quality and rigor, and breadth of degrees offered. Course redundancy would be minimized. Merging currently separate, but closely related academic programs will result in a stronger, more diversified curriculum with multiple options for all students interested in biomedical or environmental microbiology, including students with pre-medical and pre-veterinary interests. The large number of students enrolled in the Medical Laboratory Science program also will benefit from expanded course options. In addition, opportunities for undergraduate students to gain University R credits will be increased, and a larger pool of faculty mentors will allow selection of advisors with expertise in curricula appropriate for biomedical and environmental microbiology, pre-medical and pre-veterinary students.

A unified department with expanded expertise will promote recruitment of more high quality graduate students. Faculty expertise in biomedical and environmental microbiology that already is nationally and internationally recognized will offer multiple opportunities for graduate students, including important education and training in interdisciplinary research. This in turn will increase student competitiveness at the next levels of a career in research and education, both in academic and professional settings. The increased number of applicants, as a result of extensive and diverse faculty research programs, will promote selection of the highest quality students and consequently, increase the number of PhD students to a level that will help MSU maintain its current Carnegie status.

Expansion of faculty with diverse, yet complementary expertise offers significant opportunity for new course offerings, graduate teaching, and mentoring. A large pool of successful faculty members will result in an academic unit that will be nationally competitive for federally funded training grants from multiple agencies (undergraduate, graduate, and post-doctoral).

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

Currently, there are approximately 160 undergraduate students and 40 graduate students in the combined Microbiology and ImID programs. While it is difficult to predict future demand, a consolidated department with the advantages to undergraduate and graduate programs is likely to increase the number of students seeking enrollment.

4. Institutional and System Fit

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

Microbiology is part of many programs on campus, with >60 faculty on campus being identified as working in the area of microbiology. As such, the combined curriculum serves not only the Microbiology program, but other programs in Colleges of Agriculture, Nursing, Engineering, and Letters & Science, as well. Consolidating faculty working in the diverse areas of microbiology into one department under centralized leadership will facilitate more productive interactions. In addition, the Microbiology curriculum serves as another route of preparation for pre-medical and pre-veterinary

Montana Board of Regents
CURRICULUM PROPOSALS

students.

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

This will be a merger between two existing programs. There are no changes required for other existing programs on campus.

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

There are no other closely related programs on campus.

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

As outlined above, this program is consistent with and will support the goals of the MSU Strategic Plan with enhanced interdisciplinary efforts in teaching and research, enhanced graduate student recruitment and training, enriched undergraduate and graduate curricula, and enhanced recruitment of nationally and internationally competitive faculty. In addition, many of the faculty teach in WWAMI and will be integral to the new Veterinary Medicine program, two important strategic areas of the university.

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.

Microbiology already exists and is a strong program at MSU. MSU now has a unique opportunity to build an even stronger Microbiology program by consolidating departments with complementary and overlapping academic and research areas. We are not creating a new program, just merging two existing programs into one. Note, however, that there are no other Microbiology departments in the MUS that offer a full range of undergraduate and graduate degree programs.

5. 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.

At this time, no changes are requested for the curricula of the two departments since they do not overlap significantly. We propose to continue to offer M.S. and Ph.D. degrees in Microbiology and in Immunology & Infectious Diseases. Undergraduate degrees in Microbiology (with the various options, including the Medical Laboratory Sciences Program) and Biotechnology (Microbial and Animal Systems Options) will continue. Once the departments have been merged and are fully integrated, all degree programs will be evaluated for any needed changes in curricula in the context of providing the highest

Montana Board of Regents
CURRICULUM PROPOSALS

quality academic and research experience for students at all levels.

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

Curricula are already implemented, they simply will be administered by a single merged department.

6. 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.

Additional faculty resources are not required; however, retention of all current, open faculty FTEs from both ImID and Microbiology, as well as planned and future retirements, are critical to retain.

B. 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.

None

7. Assessment

How will the success of the program be measured?

Success of the program will be measured by increased undergraduate student enrollment, increased PhD students made possible by increasing the number of faculty mentors, placement of students in industry and professional schools, progression from graduate degrees to post-graduate degrees and acquisition of faculty positions, and further recruitment of nationally competitive faculty.

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.

This proposal originated from a recommendation by an external review of the departments some years ago that suggested a merger be considered. Subsequently, a committee of faculty members representative of the two departments, not including the Department Heads, met weekly through the Summer of 2012 to discuss such a merger. These efforts led to the development of a document outlining the advantages of consolidation to both departments and to MSU. The document included feedback from all faculty members from both departments. Two joint faculty meetings were held to discuss a possible merger, providing an opportunity for all to voice their opinions. Department Heads again were not involved in any of the meetings and discussions. Thus, this is truly a faculty led effort. The outcome was a near unanimous faculty opinion from both departments that a merger should occur. This opinion was presented to the Deans, Provost, and President in different venues and is now requested to proceed through to fruition through the Regent's approval process.

November 21-22, 2013

ITEM 161-2801+R1113

Notice of Intent to Terminate the Minor in Automotive Technology (Auto Body) – Step 2

THAT

Montana State University - Northern seeks to notify the Montana Board of Regents of their intent to terminate the Minor in Automotive Technology (Auto Body).

EXPLANATION

Montana State University - Northern requests approval to terminate the Minor in Automotive Technology (Auto Body). This minor in Automotive Technology was placed into moratorium in March 2005 and set to terminate in May 2008. The Minor in Automotive Technology (Auto Body) was never terminated.

ATTACHMENTS

Level I Request Form
Program Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2801+R1113

Meeting Date: November 21-22, 2013

Institution: MSU-Northern

CIP Code: 47.0603

Program Title: Minor in Automotive Technology (Auto Body) - Step 2

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)

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:

Montana State University – Northern requests approval to terminate the Minor in Automotive Technology (Auto Body). This Minor in Automotive was placed into moratorium March of 2005 and set to terminate May 2008. The Minor in Automotive Technology (Auto Body) was never terminated.

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:

No students are currently enrolled.

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

Comments:

No faculty are teaching this course.

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

Comments:

No students in minor.

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

Comments:

Letter (email) sent out

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

Comments:

Letter (email) sent out

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

Comments:

N/A

Montana University System
PROGRAM TERMINATION CHECKLIST

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

Comments:

N/A This minor has been in moratorium since 2005. It should have been terminated in 2008. Notice of Intent was filed at the September 2013 BOR meeting as Item 160-2801+R0913

Phase II:

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

Comments:

N/A

- 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:

Informed registrar and she indicated that this minor was no longer in the catalog.

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

Comments:

Level I request for Program Termination and this documented checklist will be filed with OCHE along with items for the November 2013 BOR meeting.

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

Comments:

This request will be filed with OCHE along with items for the November 2013 BOR meeting and is intended to be part of the November 2013 Level I Memorandum.

November 21-22, 2013

ITEM 161-2802+R1113

**Notice to Terminate the Associate of Applied Science in Railroad Maintenance and Operations –
Step 2**

THAT

Montana State University - Northern seeks to notify the Montana Board of Regents of their intent to terminate the Associate of Applied Science in Railroad Maintenance and Operations.

EXPLANATION

Montana State University - Northern requests approval to terminate the Associate of Applied Science in Railroad Maintenance and Operations. The Associate of Applied Science in Railroad Maintenance and Operations was placed into moratorium in March 2005 and set to terminate in May 2008. The A.A.S. in Railroad Maintenance and Operations was never terminated.

ATTACHMENTS

Level I Request Form
Program Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2802+R1113

Meeting Date: November 21-22, 2013

Institution: MSU-Northern

CIP Code: 49.0299

Program Title: Associate of Applied Science in Railroad Maintenance and Operations - Step 2

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)

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:

Montana State University – Northern requests approval to terminate the Associate of Applied Science in Railroad Maintenance and Operations. This Associate of Applied Science in Railroad Maintenance and Operations was placed into moratorium March of 2005 and set to terminate May 2008. This A.A.S. in Railroad Maintenance and Operations was never terminated.

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:

No students are currently enrolled.

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

Comments:

No faculty are teaching this AAS Degree.

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

Comments:

No students in AAS Degree.

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

Comments:

Letter (email) sent out

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

Comments:

Letter (email) sent out

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

Comments:

N/A

Montana University System
PROGRAM TERMINATION CHECKLIST

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

Comments:

This program has been in moratorium since 2005. It should have been terminated in 2008. Notice of Intent was submitted at September BOR meeting – 2013.

Phase II:

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

Comments:

N/A

- 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:

Informed registrar and she indicated that this program was no longer in the catalog.

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

Comments:

Level I request for Program Termination and this documented checklist will be filed with OCHE along with items for the November 2013 BOR meeting.

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

Comments:

This request will be filed with OCHE along with items for the November 2013 BOR meeting and is intended to be part of the November 2013 Level I Memorandum.

November 21-22, 2013

ITEM 161-2803+R1113

Notice to Terminate the Teacher Education Minor in Computer Information Systems 5-12 – Step 2

THAT

Montana State University - Northern seeks to notify the Montana Board of Regents of their intent to terminate the Teacher Education Minor in Computer Information Systems 5-12.

EXPLANATION

Montana State University - Northern requests approval to terminate the Teacher Education Minor in Computer Information Systems 5-12. This Teacher Education Minor in Computer Information Systems 5-12 was placed into moratorium in March 2005 and set to terminate in May 2008. This Teacher Education Minor in C.I.S. 5-12 was never terminated.

ATTACHMENTS

Level I Request Form
Program Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2803+R1113

Meeting Date: November 21-22, 2013

Institution: MSU-Northern

CIP Code: 11.0401

Program Title: Teacher Education Minor in Computer Information Systems 5-12 - Step 2

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)

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:

Montana State University – Northern requests approval to terminate the Teacher Education Minor in Computer Information Systems 5-12. The Teacher Education Minor in Computer Information Systems 5-12 was placed into moratorium March of 2005 and set to terminate May 2008. This Teacher Education Minor in C.I. S. 5-12 was never terminated.

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:

No students are currently enrolled.

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

Comments:

No faculty are teaching this minor.

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

Comments:

No students in minor.

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

Comments:

Letter (email) sent out

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

Comments:

Letter (email) sent out

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

Comments:

N/A

Montana University System
PROGRAM TERMINATION CHECKLIST

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

Comments:

This minor has been in moratorium since 2005. It should have been terminated in 2008. Notice of Intent was submitted at the September 2013 BOR meeting.

Phase II:

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

Comments:

N/A

- 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:

Informed registrar and she indicated that this minor was no longer in the catalog.

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

Comments:

Level I request for Program Termination and this documented checklist will be filed with OCHE along with items for the November 2013 BOR meeting.

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

Comments:

This request will be filed with OCHE along with items for the November 2013 BOR meeting and is intended to be part of the November 2013 Level I Memorandum.

November 21-22, 2013

ITEM 161-2804+R1113

Notice to Terminate the Bachelor of Science Education in Business Education 5-12– Step 2

THAT

Montana State University - Northern seeks to notify the Montana Board of Regents of their intent to terminate the Bachelor of Science Ed. in Business Education 5-12.

EXPLANATION

Montana State University - Northern requests approval to terminate the Bachelor of Science Ed. In Business Education 5-12. This Bachelor of Science Ed. In Business Education 5-12 was placed into moratorium in March 2005 and set to terminate in May 2008. This B.S.Ed. in Business Education 5-12 was never terminated.

ATTACHMENTS

Level I Request Form
Program Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2804+R1113

Meeting Date: November 21-22, 2013

Institution: MSU-Northern

CIP Code: 13.1205

Program Title: Bachelor of Science Education in Business Education 5-12- Step 2

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)

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:

Montana State University – Northern requests approval to terminate the Bachelor of Science Ed. In Business Education 5-12. This Bachelor of Science Education in Business Education 5-12 was placed into moratorium March of 2005 and set to terminate May 2008. This B.S.Ed. in Business Education 5-12 was never terminated.

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:

No students are currently enrolled.

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

Comments:

No faculty are teaching this degree.

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

Comments:

No students in degree.

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

Comments:

Letter (email) sent out

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

Comments:

Letter (email) sent out

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

Comments:

N/A

Montana University System
PROGRAM TERMINATION CHECKLIST

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

Comments:

This program has been in moratorium since 2005. It should have been terminated in 2008, notice of intent to terminate was submitted at the September 2013 BOR.

Phase II:

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

Comments:

N/A

- 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:

Informed registrar and she indicated that this program was no longer in the catalog.

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

Comments:

Level I request for Program Termination and this documented checklist will be filed with OCHE along with items for the November 2013 BOR meeting.

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

Comments:

This request will be filed with OCHE along with items for the November 2013 BOR meeting and is intended to be part of the November 2013 Level I Memorandum.

November 21-22, 2013

ITEM 161-2805+R1113

Notice to Terminate the Minor in Communications – Step 2

THAT

Montana State University - Northern seeks to notify the Montana Board of Regents of their intent to terminate the Minor in Communications.

EXPLANATION

Montana State University - Northern requests approval to terminate the Minor in Communications. This Minor in Communications was placed into moratorium in March 2005 and set to terminate in May 2008. This Minor in Communications was never terminated.

ATTACHMENTS

Level I Request Form
Program Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2805+R1113

Meeting Date: November 21-22, 2013

Institution: MSU-Northern

CIP Code: 09.0101

Program Title: Minor in Communications- Step 2

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)

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:

Montana State University – Northern requests approval to terminate the Minor in Communications. This Minor in Communications was placed into moratorium March of 2005 and set to terminate May 2008. This Minor in Communications was never terminated.

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:

No students are currently enrolled.

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

Comments:

No faculty are teaching this minor.

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

Comments:

No students in minor.

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

Comments:

Letter (email) sent out

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

Comments:

Letter (email) sent out

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

Comments:

N/A

Montana University System
PROGRAM TERMINATION CHECKLIST

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

Comments:

This minor has been in moratorium since 2005. It should have been terminated in 2008. Notice of intent was filed at the September 2013 BOR meeting.

Phase II:

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

Comments:

N/A

- 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:

Informed registrar and she indicated that this minor was no longer in the catalog.

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

Comments:

Level I request for Program Termination and this documented checklist will be filed with OCHE along with items for the November 2013 BOR meeting.

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

Comments:

This request will be filed with OCHE along with items for the November 2013 BOR meeting and is intended to be part of the November 2013 Level I Memorandum.

November 21-22, 2013

ITEM 161-2806+R1113

Notice to Terminate the Bachelor of Arts in Communications – Step 2

THAT

Montana State University - Northern seeks to notify the Montana Board of Regents of their intent to terminate the Bachelor of Arts in Communications.

EXPLANATION

Montana State University - Northern requests approval to terminate the Bachelor of Arts in Communications. This Bachelor of Arts in Communications was placed into moratorium in March 2005 and set to terminate in May 2008. This Bachelor of Arts in Communications was never terminated.

ATTACHMENTS

Level I Request Form
Program Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2806+R1113

Meeting Date: November 21-22, 2013

Institution: MSU-Northern

CIP Code: 09.0101

Program Title: Bachelor of Arts in Communications- Step 2

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)

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:

Montana State University – Northern requests approval to terminate the Bachelor of Arts in Communications. This Bachelor of Arts in Communications was placed into moratorium March of 2005 and set to terminate May 2008. This Bachelor of Arts in Communications was never terminated.

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:

No students are currently enrolled.

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

Comments:

No faculty are teaching this program.

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

Comments:

No students in program.

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

Comments:

Letter (email) sent out

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

Comments:

Letter (email) sent out

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

Comments:

N/A

Montana University System
PROGRAM TERMINATION CHECKLIST

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

Comments:

This program has been in moratorium since 2005. It should have been terminated in 2008. Notice of intent was submitted at the September 2013 BOR meeting.

Phase II:

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

Comments:

N/A

- 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:

Informed registrar and she indicated that this program was no longer in the catalog.

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

Comments:

Level I request for Program Termination and this documented checklist will be filed with OCHE along with items for the November 2013 BOR meeting.

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

Comments:

This request will be filed with OCHE along with items for the November 2013 BOR meeting and is intended to be part of the November 2013 Level I Memorandum.

November 21-22, 2013

ITEM 161-2807+R1113

Notice to Terminate the Master of Science in General Science Education – Step 2

THAT

Montana State University - Northern seeks to notify the Montana Board of Regents of their intent to terminate the Master of Science in General Science Education.

EXPLANATION

Montana State University - Northern requests approval to terminate the Master of Science in General Science Education. This Master of Science in General Education was placed into moratorium in March 2005 and set to terminate in May 2008. This Master of Science in General Education was never terminated.

ATTACHMENTS

Level I Request Form
Program Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2807+R1113 Meeting Date: November 21-22, 2013
Institution: MSU-Northern CIP Code: 13.1316
Program Title: Master of Science in General Science Education- Step 2

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)

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:

Montana State University – Northern requests approval to terminate the Master of Science in General Science. The Master of Science in General Science Education was placed into moratorium March of 2005 and set to terminate May 2008. This M. S. in General Science was never terminated.

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:

No students are currently enrolled.

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

Comments:

No faculty are teaching this program.

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

Comments:

No students in program.

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

Comments:

Letter (email) sent out

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

Comments:

Letter (email) sent out

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

Comments:

N/A

Montana University System
PROGRAM TERMINATION CHECKLIST

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

Comments:

This program has been in moratorium since 2005. It should have been terminated in 2008. Notice of Intent to terminate was filed at September 2013 meeting.

Phase II:

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

Comments:

N/A

- 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:

Informed registrar and she indicated that this program was no longer in the catalog.

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

Comments:

Level I request for Program Termination and this documented checklist will be filed with OCHE along with items for the November 2013 BOR meeting.

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

Comments:

This request will be filed with OCHE along with items for the November 2013 BOR meeting and is intended to be part of the November 2013 Level I Memorandum.

November 21-22, 2013

ITEM 161-2808+R1113

Notice to Terminate the Departmental Certificate in Agricultural Mechanics Technology – Step 2

THAT

Montana State University - Northern seeks to notify the Montana Board of Regents of their intent to terminate the Departmental Certificate in Agricultural Mechanics Technology.

EXPLANATION

Through the program prioritization process, it was determined that this departmental certificate should be terminated, so faculty could develop a BOR approved certificate that is recognized by industry and/or accrediting organizations.

ATTACHMENTS

Level I Request Form
Program Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2808+R1113

Meeting Date: November 21-22, 2013

Institution: MSU-Northern

CIP Code: 01.0205

Program Title: Department Certificate in Agricultural Mechanics Technology- Step 2

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)

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:

Montana State University – Northern requests approval to terminate the Department Certificate in Agricultural Mechanics Technology. Through the program prioritization process, it was determined that this departmental certificate should be terminated, so faculty could develop a BOR approved certificate that is recognized by industry and /or accrediting organizations.

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:

No students are currently enrolled.

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

Comments:

No faculty are teaching this course.

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

Comments:

No students in Department Certificate.

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

Comments:

Email sent out September 30, 2013.

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

Comments:

Email sent out September 30, 2013.

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

Comments:

N/A

Montana University System
PROGRAM TERMINATION CHECKLIST

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

Comments:

Submitted as ITEM 160-2808+R0913 at the September 2013 BOR meeting.

Phase II:

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

Comments:

N/A

- 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:

Notified the Registrar to remove the Department Certificate after the November BOR meeting.

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

Comments:

Level I request for Program Termination and this documented checklist will be filed with OCHE along with items for the November 2013 BOR meeting.

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

Comments:

This request will be filed with OCHE along with items for the November 2013 BOR meeting and is intended to be part of the November 2013 Level I Memorandum.

November 21-22, 2013

ITEM 161-2809+R1113

Notice to Terminate the Minor in Engineering Technology: Civil Engineering Technology – Step 2

THAT

Montana State University - Northern seeks to notify the Montana Board of Regents of their intent to terminate the Minor in Engineering Technology: Civil Engineering Technology.

EXPLANATION

Montana State University – Northern requests approval to terminate the Minor in Engineering Technology: Civil Engineering Technology. Through the program prioritization process, it was determined that this minor should be terminated due to lack of viability.

ATTACHMENTS

Level I Request Form
Program Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2809+R1113

Meeting Date: November 21-22, 2013

Institution: MSU-Northern

CIP Code: 15.1304

Program Title: Minor in Engineering Technology: Civil Engineering Technology- Step 2

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)

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:

Montana State University – Northern requests approval to terminate the Minor in Engineering Technology: Civil Engineering Technology. Through the program prioritization process, it was determined that this minor should be terminated due to lack of viability.

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:

No students currently enrolled.

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

Comments:

No faculty currently teaching this course.

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

Comments:

No students in minor.

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

Comments:

Email was sent September 30, 2013.

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

Comments:

Email was sent September 30, 2013.

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

Comments:

N/A

Montana University System
PROGRAM TERMINATION CHECKLIST

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

Comments:

Filed as ITEM 160-2809+R0913 as the September 2013 BOR meeting.

Phase II:

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

Comments:

N/A

- 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:

Notified the Registrar to remove the minor after the November BOR Meeting.

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

Comments:

Level I request for Program Termination and this documented checklist will be filed with OCHE along with items for the November 2013 BOR meeting.

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

Comments:

This request will be filed with OCHE along with items for the November 2013 BOR meeting and is intended to be part of the November 2013 Level I Memorandum.

November 21-22, 2013

ITEM 161-2810+R1113

Notice to Terminate the Departmental Certificate in Electrical Technology – Step 2

THAT

Montana State University - Northern seeks to notify the Montana Board of Regents of their intent to terminate the Departmental Certificate in Electrical Technology.

EXPLANATION

Through the program prioritization process, it was determined that this departmental certificate should be terminated, so that faculty could develop a BOR approved certificate that is recognized by industry and/or accrediting organizations

ATTACHMENTS

Level I Request Form
Program Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2810+R1113

Meeting Date: November 21-22, 2013

Institution: MSU-Northern

CIP Code: 15.0399

Program Title: Department Certificate in Electrical Technology- Step 2

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)

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:

Montana State University – Northern requests approval to terminate the Departmental Certificate in Electrical Technology. Through the program prioritization process, it was determined that this departmental certificate should be terminated, so faculty could develop a BOR approved certificate that is recognized by industry and /or accrediting organizations.

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:

No students currently enrolled.

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

Comments:

No faculty currently teaching this course.

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

Comments:

No students in Department Certificate.

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

Comments:

Email sent out September 30, 2013.

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

Comments:

Email sent out September 30, 2013.

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

Comments:

N/A

Montana University System
PROGRAM TERMINATION CHECKLIST

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

Comments:

This was filed as ITEM 160-2810+R0913 at the September 2013 BOR meeting.

Phase II:

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

Comments:

N/A

- 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:

Notified the Registrar to remove the Department Certificate after the November BOR Meeting.

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

Comments:

Level I request for Program Termination and this documented checklist will be filed with OCHE along with items for the November 2013 BOR meeting.

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

Comments:

This request will be filed with OCHE along with items for the November 2013 BOR meeting and is intended to be part of the November 2013 Level I Memorandum.

November 21-22, 2013

ITEM 161-2811+R1113

Notice to Terminate the Departmental Certificate in Land Survey Technology – Step 2

THAT

Montana State University - Northern seeks to notify the Montana Board of Regents of their intent to terminate the Departmental Certificate in Land Survey Technology.

EXPLANATION

Through the program prioritization process, it was determined that this departmental certificate should be terminated since it is not recognized by industry and/or licensing agencies.

ATTACHMENTS

Level I Request Form
Program Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2811+R1113

Meeting Date: November 21-22, 2013

Institution: MSU-Northern

CIP Code: 14.3801

Program Title: Departmental Certificate in Land Survey Technology- Step 2

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)

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:

Montana State University – Northern requests approval to terminate the Departmental Certificate in Land Survey. Through the program prioritization process, it was determined that this departmental certificate should be terminated, since it is not a recognized by industry and/or licensing agencies.

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:

No students currently enrolled.

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

Comments:

No faculty teaching this course.

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

Comments:

No students in Department Certificate.

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

Comments:

Email sent out September 30, 2013.

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

Comments:

Email sent out September 30, 2013.

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

Comments:

N/A

Montana University System
PROGRAM TERMINATION CHECKLIST

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

Comments:

Filed as ITEM 160-2811+R0913 at the September 2013 BOR meeting.

Phase II:

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

Comments:

N/A

- 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:

Notified the Registrar to remove the Department Certificate after the November BOR Meeting.

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

Comments:

Level I request for Program Termination and this documented checklist will be filed with OCHE along with items for the November 2013 BOR meeting.

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

Comments:

This request will be filed with OCHE along with items for the November 2013 BOR meeting and is intended to be part of the November 2013 Level I Memorandum.

November 21-22, 2013

ITEM 161-2812+R1113

Notice to Terminate the Associate of Applied Science in Graphic Design– Step 2

THAT

Montana State University - Northern seeks to notify the Montana Board of Regents of their intent to terminate the Associate of Applied Science in Graphic Design.

EXPLANATION

Montana State University – Northern requests approval to terminate the Associate of Applied Science in Graphic Design. Through the program prioritization process, it was determined that this degree should be terminated due to lack of meeting student’s career goals.

ATTACHMENTS

Level I Request Form
Program Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2812+R1113 Meeting Date: November 21-22, 2013
Institution: MSU-Northern CIP Code: 50.0409
Program Title: Associate of Applied Science in Graphic Design - Step 2

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)

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:

Montana State University – Northern requests approval to terminate the Associate of Applied Science in Graphic Design. Through the program prioritization process, it was determined that this degree should be terminated due to lack of meeting student's career goals.

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:

N/A All students currently in the AAS in Graphic Design are able to complete without a deadline, since all required courses are a part of the continuing BA in Graphic Design.

- 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 faculty teaching this course.

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

Comments:

N/A All students currently in the AAS in Graphic Design are able to complete without a deadline, since all required courses are a part of the continuing BA in Graphic Design.

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

Comments:

Faculty Senate and Curriculum Committees were notified on September 30, 2013

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

Comments:

Faculty Union was notified on September 30, 2013

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

Comments:

N/A

Montana University System
PROGRAM TERMINATION CHECKLIST

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

Comments:

Filed as ITEM 160-2816+R0913 at the September 2013 BOR meeting.

Phase II:

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

Comments:

N/A

- 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:

Notified Registrar to remove the AAS in Graphic Design after the November BOR Meeting.

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

Comments:

Level I request for Program Termination and this documented checklist will be filed with OCHE along with items for the November 2013 BOR meeting.

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

Comments:

This request will be filed with OCHE along with items for the November 2013 BOR meeting and is intended to be part of the November 2013 Level I Memorandum.

November 21-22, 2013

ITEM 161-2813+R1113

Request to Place the Minor in Health and Physical Education into Moratorium

THAT

Montana State University – Northern respectfully requests to withdraw the Minor in Health and Physical Education from termination

Montana State University – Northern seeks to inform the Montana Board of Regents of their intent to place the Minor in Health and Physical Education in moratorium.

EXPLANATION

The Program Prioritization process has identified the Minor in Health and Physical Education in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed in moratorium to allow faculty to redesign the Minor in Health and Physical Education degree.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2813+R1113

Meeting Date: November 21-22, 2013

Institution: MSU-Northern

CIP Code: 13.1314

Program Title: Minor in Health and Physical Education

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)

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:

Montana State University - Northern is respectfully withdrawing this program from termination.

Montana State University – Northern requests approval to place the Minor in Health and Physical Education in moratorium. Through the program prioritization process, it was determined that this Minor in Health and Physical Education should be placed in moratorium to allow faculty to redesign the minor.

November 21-22, 2013

ITEM 161-2814+R1113

Request to Place the Minor in Education in English 5-12 into Moratorium

THAT

Montana State University – Northern respectfully requests to withdraw the Minor in Education in English 5-12 from termination.

Montana State University – Northern seeks to inform the Montana Board of Regents of their intent to place the Minor in Education in English 5-12 in moratorium.

EXPLANATION

The Program Prioritization process has identified the Minor in Education in English in its current curricular configuration as not being vital to the mission and vision of MSUN. Therefore, it has been determined that it should be placed in moratorium to allow faculty to redesign the Minor in Education in English degree.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-2814+R1113

Meeting Date: November 21- 22, 2103

Institution: MSU-Northern

CIP Code: 13.1205

Program Title: Minor in Education in English 5-12

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)

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:

Montana State University - Northern is respectfully withdrawing this program from termination.

Montana State University – Northern requests approval to place the Minor in Education in English in moratorium. Through the program prioritization process, it was determined that this Minor in Education in English should be placed in moratorium to allow faculty to redesign the minor.

November 21-22, 2013

ITEM 161-1601+R1113

Request for Termination of Computer Manufacturing Option in AAS Business Major; Information Technology and Networking Certificate; & Industrial Technology Option in BS Business Administration Major - STEP 2

THAT

Request for termination of Computer Manufacturing Option in AAS Business Major and Information Technology and Networking Certificate; Information Technology and Networking Certificate & Industrial Technology Option in BS Business Administration Major---STEP 2; The University of Montana Western

EXPLANATION

The University of Montana Western notifies the Montana Board of Regents of Higher Education of the termination of the above listed programs. Due to low enrollment and the shortage of funds to operate and maintain its Industrial Technology Programs, much of the equipment used to offer these programs was moved to Helena College where it is used to offer the Montana Western Industrial Technology Education program in collaboration with Helena College. Montana Western also moved its Industrial Technology faculty member to Helena College in the fall of 2009. Since Montana Western no longer has the facilities, equipment, or faculty to offer these programs it wishes to terminate them. Intent to terminate was filed with BOR Level I Item 159-1601+0313

ATTACHMENTS

Level I Request Form
Termination Checklist

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-1601+R1113 Meeting Date: November 21-22, 2013
Institution: The University of Montana Western CIP Code: 15.0612
Program Title: Computer Manufacturing Option in AAS Business Major; Information Technology and Networking Certificate; & Industrial Technology Option in BS 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.

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)

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 University of Montana Western notifies the Montana Board of Regents of Higher Education of the termination of its Computer Manufacturing Option in AAS Business Major; Information Technology and Networking Certificate; & Industrial Technology Option in BS Business Administration Major for several compelling reasons. Most equipment for these low enrollment programs was moved to Helena College in 2009 where it is being used in the collaborative Industrial Technology Education program offered on the Helena College campus by UMW. New students have not been accepted into these programs for four years

Montana Board of Regents
LEVEL I REQUEST FORM

and all previously declared students have either finished up the programs or left campus with no desire to complete any of the programs. Intent to terminate the programs was filed with the BOR Level I Item 159-1601+0313.

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:

Research was completed in September of 2012 with all students given until May 2013 to complete the programs. All students wishing to complete the programs have completed them.

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

Comments:

No faculty were laid off or terminated because of the elimination of these programs

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

Comments:

This was completed in March 2013

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

Comments:

Faculty Senate was notified of the program terminations in July of 2012.

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

Comments:

The Faculty Union was notified of these program terminations in July of 2012.

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

Comments:

N/A

Montana University System
PROGRAM TERMINATION CHECKLIST

7. File Notice of Intent to Terminate/Withdraw via Level I Request Form for Board of Regents agenda to ensure adequate public notice.

Comments:

This was done as ITEM #159-1601+R0313.

Phase II:

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

Comments:

This was done during fall 2012.

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:

As of fall 2009 the programs were listed in the catalog with a notation to check with the university as to the availability of the programs. As of fall 2013, none of the programs are listed in the catalog.

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

Comments:

This was completed for the November 2013 meeting.

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

Comments:

ITEM # 159-1601+R0313 was published in March of 2013 and ITEM # 161-1601+R11113 will be published in November of 2013.

November 21-22, 2013

ITEM 161-1901+R1113
Request to place AAS – Water Resources into Moratorium

THAT

Helena College University of Montana proposes that the A.A.S. in Water Resources be placed into moratorium.

EXPLANATION

Our Program Review of 2011 revealed a number of reasons for continuing decline in enrollment. Among those, the poor economy was cited as a major cause. However, improving economic conditions and renewed hiring in the water resources industry have not resulted in concomitant rebound of enrollment. Rather, enrollment in the program has continued to erode. College leadership believes a substantial rethinking of educational practices to serve the water resources industry is needed, and plans to work with industry leaders, high school program faculty, and other stakeholders to develop a new model to replace the current A.A.S.

Faculty in the Water Resources program have been notified, as has our Faculty Senate. We plan to work with affected students and remaining program faculty to develop a teach-out plan for the current version of the A.A.S. that allows current students to complete their program by Spring 2015.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-1901+R1113

Meeting Date: November 21-22, 2013

Institution: Helena College

CIP Code: 14.0805

Program Title: A.A.S. in Water Resources

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)

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 C.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 A.A.S. in Water Resources at Helena College has experienced long-term, minimal enrollment. Despite some efforts of faculty to consider possible revisions to make the programs more appealing to students, no changes to the program have been offered and enrollment has continued at very low levels.

Helena College therefore proposes that the program be placed into moratorium. Faculty in the program as well as the Faculty Senate have been notified of this development.

Montana Board of Regents
LEVEL I REQUEST FORM

Helena College will notify all currently enrolled students and work with them to complete their programs without delays. For the remainder of this academic year and next (Spring 2014, Fall 2014 and Spring 2015) we will work with current stakeholders, including program faculty, to consider alternatives.

November 21-22, 2013

ITEM 161-1902+R1113
Request to place CAS – Carpentry into Moratorium

THAT

Helena College University of Montana proposes that the C.A.S. in Carpentry be placed into moratorium.

EXPLANATION

Our Program Review of 2011 revealed a number of reasons for continuing decline in enrollment. Among those, the poor economy was cited as a major cause. However, improving economic conditions and renewed hiring in the construction industry have NOT resulted in concomitant rebound of enrollment. Rather, enrollment in the program has continued to erode. College leadership believes a substantial rethinking of educational practices to serve the construction industry is needed, and plans to work with industry leaders, high school program faculty, and other stakeholders to develop a new model to replace the current C.A.S.

Faculty in the Carpentry program have been notified, as has our Faculty Senate. We plan to work with affected students and remaining program faculty to develop a teach-out plan for the current version of the C.A.S. that allows current students to complete their program by Spring 2015.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-1902+R1113

Meeting Date: November 21-22, 2013

Institution: Helena College

CIP Code: 46.0201

Program Title: C.A.S. in Carpentry

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)

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 C.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 C.A.S. in Carpentry at Helena College University of Montana has experienced long-term, minimal enrollment. Despite some efforts of faculty to consider possible revisions to make the programs more appealing to students, no changes to the program have been offered and enrollment has continued at very low levels.

Helena College therefore proposes that the program be placed into moratorium. Faculty in the program as

Montana Board of Regents
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well as the Faculty Senate have been notified of this development.

Helena College will notify all currently enrolled students and work with them to complete their programs without delays. For the remainder of this academic year and next (Spring 2014, Fall 2014 and Spring 2015) we will work with current stakeholders, including program faculty, to consider alternatives.

November 21-22, 2013

ITEM 161-1903+R1113

Request to place AAS – Construction Technology into Moratorium

THAT

Helena College-UM proposes that the A.A.S. in Construction Technology be placed into moratorium.

EXPLANATION

Our Program Review of 2011 revealed a number of reasons for continuing decline in enrollment. Among those, the poor economy was cited as a major cause. However, improving economic conditions and renewed hiring in the construction industry have NOT resulted in concomitant rebound of enrollment. Rather, enrollment in the program has continued to erode. College leadership believes a substantial rethinking of educational practices to serve the construction industry is needed, and plans to work with industry leaders, high school program faculty, and other stakeholders to develop a new model to replace the current A.A.S.

Faculty in the Construction Technology program have been notified, as has our Faculty Senate. We plan to work with affected students and remaining program faculty to develop a teach-out plan for the current version of the A.A.S. that allows current students to complete their program by Spring 2015.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-1903+R1113

Meeting Date: November 21-22, 2013

Institution: Helena College

CIP Code: 15.1001

Program Title: A.A.S. in Construction Technology

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)

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 A.A.S. in Construction Technology at Helena College University of Montana has experienced long-term, substantial declines in enrollment. Despite some efforts of faculty to consider possible revisions to make the programs more appealing to students, no changes to the program have been offered and enrollment has continued at very low levels.

Helena College therefore proposes that the program be placed into moratorium. Faculty in the program as

Montana Board of Regents
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well as the Faculty Senate have been notified of this development.

Helena College will notify all currently enrolled students and work with them to complete their programs without delays. For the remainder of this academic year and next (Spring 2014, Fall 2014 and Spring 2015) we will work with current stakeholders, including program faculty, to consider alternatives.

November 21-22, 2013

ITEM 161-1904+R1113

Request to place CAS - Construction Technology (Interior Space Planning & Design) into Moratorium

THAT

Helena College University of Montana therefore proposes that the C.A.S. in Construction Technology (Interior Space Planning & Design) be placed into moratorium.

EXPLANATION

Our Program Review of 2011 revealed a number of reasons for continuing decline in enrollment. Among those, the relative difficulty of obtaining employment in the industry without at least a bachelor's degree was significant. College leadership believes a substantial rethinking of educational practices to serve the interior space planning and design industry is needed, and plans to work with industry leaders, high school program faculty, and other stakeholders to develop a new model to replace the current C.A.S. with a more focused A.A. option that can offer transfer to a four-year program.

Faculty in the ISPD program have been notified, as has our Faculty Senate. We plan to work with affected students and remaining program faculty to develop a teach-out plan for the current version of the C.A.S. that allows current students to complete their program by Spring 2015.

ATTACHMENTS

Level I Request Form

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: 161-1904+R1113

Meeting Date: November 21-22, 2013

Institution: Helena College

CIP Code: 50.0408

Program Title: C.A.S. in Construction Technology (Interior Space Planning & Design)

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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- 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)

Montana Board of Regents
LEVEL I REQUEST FORM

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1. Options within an existing major or degree (*Submit with completed Curriculum Proposals Form*);

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3. Consolidating existing programs and/or degrees (*Submit with completed Curriculum Proposals Form*)

C. Temporary Certificate or C.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 C.A.S. in Construction Technology (Interior Space Planning & Design) at Helena College University of Montana has experienced long-term, minimal enrollment. Despite some efforts of faculty to make the program more appealing to students, enrollment has continued at very low levels. Many of the same courses are available to students in the Associate of Arts program, from which students have the option to transfer to a four-year degree program; enrollment in these courses reflects greater level of interest than in the C.A.S. option.

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LEVEL I REQUEST FORM

Helena College therefore proposes that the program be placed into moratorium. Faculty in the program as well as the Faculty Senate have been notified of this development.

Helena College will notify all currently enrolled students and work with them to complete their programs without delays. For the remainder of this academic year and next (Spring 2014, Fall 2014 and Spring 2015) we will work with current stakeholders, including program faculty, to consider alternatives.