

NOTIFICATION AND LEVEL I APPROVAL MEMORANDUM

DATE: August 26, 2015

TO: Chief Academic Officers, Montana University System

FROM: John Cech, Deputy Commissioner for Academic and Student Affairs

RE: Notifications and Level I Approvals

This memorandum is intended to inform you of the Notifications and Level I changes in academic programs that have been approved on an MUS campus or in the Office of the Commissioner of Higher Education since the May 2015 meeting of the Board of Regents. Any comments regarding items below must be received by the Office of the Commissioner of Higher Education no later than **Wednesday, September 2**.

1. Notifications

Campus Certificates and Programs of Study

Miles Community College:

- Notification of A.S. Emphasis in Medical Laboratory Technician in Collaboration with Bismarck State College
[Item # 168-401-R0915 | Academic Proposal Request Form](#)
- Notification of A.S. Emphasis in Allied Health (Pre-Professional Programs)
[Item # 168-402-R0915 | Academic Proposal Request Form](#)

The University of Montana Missoula:

- Notification of the Creation an Electrician Helper-Certificate of Technical Skills (Missoula College)
[Item # 168-1003-R0915 | Academic Proposal Request Form | Attachment #1](#)

2. Level I Items

Level I Items-Other

Montana State University Northern:

- Request for authorization to Offer the B.A. Community Leadership and Minor in Community Leadership Programs Online
[Item # 168-2801+R0915 | Academic Proposal Request Form](#)
- Request for authorization to Offer the Bachelor of Applied Science Trades Management Online
[Item # 168-2802+R0915 | Academic Proposal Request Form | Attachment #1](#)
- Request for authorization to Offer Bachelor of Applied Science Business Technology Online
[Item # 168-2803+R0915 | Academic Proposal Request Form | Attachment #1](#)

The University of Montana Western:

- Request for authorization to offer a Bachelor of Science in Early Childhood Education: Pre-Kindergarten through Grade 3 (Approved by the Commissioner of Higher Education July 2015)
[Item #168-1601+C0715 | Academic Proposal Request Form | Curriculum Proposal Form](#)

September 16-17, 2015

ITEM 168-401-R0915

Notification of A.S. Emphasis in Medical Laboratory Technician in Collaboration with Bismarck State College

THAT

Miles Community College notifies the Montana Board of Regents of its collaboration with Bismarck State College in offering an A.S. Emphasis in Medical Laboratory Technician.

EXPLANATION

Bismarck State College has entered into a Memorandum of Understanding with Miles Community College in offering an A.S. emphasis in Medical Laboratory Technician. Some of the classes are offered and transcribed by Miles Community College. The remainder of the classes are offered via distance education by Bismarck State College, which is also the degree-granting institution.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: 168-401-R0915 Meeting Date: September 16-17, 2015
Institution: Miles Community College CIP Code: _____
Program Title: A.S. Emphasis in Medical Laboratory Technician (In Collaboration with Bismarck State College, the degree-granting institution)

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic Affairs Handbook](#).

 A. Notifications:

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

- 1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 1b. Withdrawing a program from moratorium**
- 2. Intent to terminate an existing major, minor, option or certificate – Step 1** (Phase I Program Termination Checklist)
- 3. Campus Certificates- Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**
- X **4. BAS/AA/AS Area of Study**

 B. Level I:

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

- 1. Re-titling an existing major, minor, option or certificate**
- 2. Adding a new minor or certificate where there is a major or an option in a major** (Curriculum Proposal Form)
- 3. Revising a program** (Curriculum Proposal Form)
- 4. Distance or online delivery of an existing degree or certificate program**
- 5. Terminating an existing major, minor, option or certificate – Step 2** (Completed Program Termination Checklist)

 Temporary Certificate or AAS Degree Program

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

___ C. Level I with Level II Documentation:

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

___ 1. Consolidating existing programs and/or degrees (Curriculum Proposal Form)

___ D. Level II:

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

___ 1. Re-titling a degree (ex. From B.A. to B.F.A)

___ 2. Adding a new minor or certificate where there is no major or option in a major (Curriculum Proposal Form)

___ 3. Establishing a new degree or adding a major or option to an existing degree (Curriculum Proposal Form)

___ 4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating)

___ 5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit

Specify Request:

Miles Community College requests that that the A.S. emphasis in Medical Laboratory Technician be added to MCC's degree and program inventory.

September 16-17, 2015

ITEM 168-402-R0915

Notification of A.S. Emphasis in Allied Health (Pre-Professional Programs)

THAT

Miles Community College notifies the Board of Regents of Higher Education of the addition of an A.S. emphasis in Allied Health (Pre-Professional Programs).

EXPLANATION

This A.S. degree emphasis is intended to facilitate students' transfer to four-year programs in various allied health specialties.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: 168-402-R0915 Meeting Date: September 16-17, 2015
Institution: Miles Community College CIP Code: _____
Program Title: A.S. Emphasis in Allied Health (Pre-Professional Programs)

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic Affairs Handbook](#).

 A. Notifications:

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- 1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 1b. Withdrawing a program from moratorium**
- 2. Intent to terminate an existing major, minor, option or certificate – Step 1** (Phase I Program Termination Checklist)
- 3. Campus Certificates- Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**
- X **4. BAS/AA/AS Area of Study**

 B. Level I:

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

- 1. Re-titling an existing major, minor, option or certificate**
- 2. Adding a new minor or certificate where there is a major or an option in a major** (Curriculum Proposal Form)
- 3. Revising a program** (Curriculum Proposal Form)
- 4. Distance or online delivery of an existing degree or certificate program**
- 5. Terminating an existing major, minor, option or certificate – Step 2** (Completed Program Termination Checklist)

 Temporary Certificate or AAS Degree Program

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

C. Level I with Level II Documentation:

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

- 1. Consolidating existing programs and/or degrees** (Curriculum Proposal Form)

D. Level II:

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

- 1. Re-titling a degree (ex. From B.A. to B.F.A)**

- 2. Adding a new minor or certificate where there is no major or option in a major** (Curriculum Proposal Form)

- 3. Establishing a new degree or adding a major or option to an existing degree** (Curriculum Proposal Form)

- 4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating)

- 5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

Specify Request:

Miles Community College requests that the A.S. emphasis in Allied Health (Pre-Professional Programs) be added to MCC's degree and program inventory.

September 16-17, 2015

ITEM 168-1003-R0915

Notification of the Creation an Electrician Helper-Certificate of Technical Skills – Missoula College of the University of Montana

THAT

Missoula College of the University of Montana notifies the Montana Board of Regents of the establishment of an Electrician Helper Certificate of Technical Skills.

EXPLANATION

An Electrician Helper Certificate of Technical Skills (CTS) will accommodate a growing industry demand for individuals qualified to assist licensed electricians in their daily job routines. As part of the DOL TAACCCT SWAMMEI project planning and industry consulting, this is one of the target careers that is likely to be in high demand as a growing number of homes and businesses require new electrical systems and electrical system upgrades.

ATTACHMENTS

Academic Proposal Request Form
Attachment #1 - Course List

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: 168-1003-R0915

Meeting Date: September 16-17, 2015

Institution: Missoula College-UM

CIP Code: 47.0105

Program Title: Electrician Helper-Certificate of Technical Skills

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic Affairs Handbook](#).

A. Notifications:

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

1a. Placing a program into moratorium (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

1b. Withdrawing a program from moratorium

2. Intent to terminate an existing major, minor, option or certificate – Step 1 (Phase I Program Termination Checklist)

3. Campus Certificates- Adding, re-titling, terminating or revising a campus certificate of 29 credits or less

4. BAS/AA/AS Area of Study

B. Level I:

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

1. Re-titling an existing major, minor, option or certificate

2. Adding a new minor or certificate where there is a major or an option in a major (Curriculum Proposal Form)

3. Revising a program (Curriculum Proposal Form)

4. Distance or online delivery of an existing degree or certificate program

5. Terminating an existing major, minor, option or certificate – Step 2 (Completed Program Termination Checklist)

Temporary Certificate or AAS Degree Program

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

C. Level I with Level II Documentation:

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- 1. Consolidating existing programs and/or degrees** (Curriculum Proposal Form)

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- 4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating)

- 5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

Specify Request:

An Electrician Helper Certificate of Technical Skills (CTS) will accommodate a growing industry demand for individuals qualified to assist licensed electricians in their daily job routines. As part of the DOL TAACCCT SWAMMEI project planning and industry consulting, this is one of the target careers that is likely to be in high demand as a growing number of homes and businesses require new electrical systems and electrical system upgrades.

MISSOULA COLLEGE

UNIVERSITY OF MONTANA

TIER I: Electrician Helper (available online)

EETEC 105 DC Circuit Analysis	3 cr.
EETEC 106 AC Circuit Analysis	3 cr.
M 111 Technical Mathematics	3 cr.
EETEC 120 NCCER Core and NCCER Electrician Level I	4 cr.
SET 102 Safety and Rigging (incl OSHA 10)	<u>3 cr.</u>
Total	16 credits

EETEC 105 - DC Circuit Analysis

An introduction to direct current (DC) and analysis of series, parallel, and series-parallel circuits. Topics include electrical quantities, units of measurement, measurement instruments, resistors, current, voltage, power, energy, network theorems, equivalent circuits, magnetism, and electromagnetism. Laboratory experiments include circuit analysis; the proper use of measurement equipment and techniques; and troubleshooting.

4.000 Credit hours

Levels: Undergraduate

Schedule Types: Online or Face-to-Face Spring or Autumn

EETEC 106 - AC Circuit Analysis

Analysis of alternating current (AC) circuits and the behavior of capacitors, inductors, reactance, impedance, transformers; and signal filters. Laboratory experiments include circuit analysis, the use of proper measurement equipment, and troubleshooting.

3.000 Credit hours

Levels: Undergraduate

Schedule Types: Online or Face-to-Face Spring or Autumn

M 111 - Technical Mathematics

Designed to provide the mathematical background necessary for success in the industrial areas. Topics covered include percent, ratio proportion, formula evaluation, basic algebra and geometry concepts, trigonometry, measurement, statistics, and graphing. markdowns, inventory turnover, and other basic formulas.

3.000 Credit hours

Levels: Undergraduate

Schedule Types: Online or Face-to-Face Spring or Autumn

NCCER Level I – Electrician’s Helper I & NCCER Core

Orientation to the Electrical Trade; Electrical Safety; Introduction to Electrical Circuits; Electrical Theory; Introduction to the NEC; Device Boxes; Hand Bending; Raceways and Fittings; Conductors and Cables; Basic Electrical Construction Drawings; Residential Electrical Services; Electrical Test Equipment.

The NCCER Core Curriculum is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings. Completing this curriculum gives the trainee the basic skills needed to continue education in any craft area he or she chooses.

4.000 Credit hours

Levels: Undergraduate

Schedule Types: Online or Face-to-Face Spring or Autumn

SET 102 Safety & Rigging with OSHA 10 – Occupational Safety and Health Administration

Promotes safety culture through peer training. Training is intended to be participatory, using hands-on activities. Trainers are able to tailor the training topics based on specific needs of their audience. Outreach training content includes hazard recognition and avoidance, workers' rights, employer responsibilities, and how to file a complaint; it emphasizes the value of safety and health to workers, including young workers. Safe Chemical Handling

3 Credit hours

Levels: Undergraduate

Schedule Types: Two five-hour Face-to-Face sessions Spring or Autumn

*After successful completion of the coursework, students would either enter into an apprenticeship, internship, seek employment, or move on to higher education.

STACK 2: CAS in Energy Technology or related field

STACK 3: AAS in Energy Technology or related field

September 16-17, 2015

ITEM 168-2801+R0915

Request for Authorization to Offer the B.A. Community Leadership and Minor in Community Leadership Programs Online

THAT

Montana State University Northern respectfully requests to make the B.A. Community Leadership and Minor in Community Leadership programs available online.

EXPLANATION

The Community Leadership is increasingly requested to be offered online by place-bound professionals wishing to complete coursework online. In Fall 2014, three current Community Leadership majors are enrolled in course work exclusively online. The Community Leadership minor has grown in popularity over the past three years, a minor of choice for Liberal Studies and Criminal Justice students as well as a small number of students choosing other majors.

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: 168-2801+R0915 Meeting Date: September 16-17, 2015
Institution: Montana State University Northern CIP Code: 44.0201
Program Title: B.A. Community Leadership and Minor in Community Leadership

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic Affairs Handbook](#).

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- 2. Adding a new minor or certificate where there is a major or an option in a major** (Curriculum Proposal Form)
- 3. Revising a program** (Curriculum Proposal Form)
- X 4. Distance or online delivery of an existing degree or certificate program**
- 5. Terminating an existing major, minor, option or certificate – Step 2** (Completed Program Termination Checklist)

 Temporary Certificate or AAS Degree Program

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

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- 5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

Specify Request:

The Community Leadership is increasingly requested to be offered online by place-bound professionals wishing to complete coursework online. In Fall 2014, three current Community Leadership majors are enrolled in course work exclusively online. The Community Leadership minor has grown in popularity over the past three years, a minor of choice for Liberal Studies and Criminal Justice students as well as a small number of students choosing other majors.

With the implementation of the Bachelor of Science Criminal Justice degree program, the demand for Community Leadership courses to be available online has increased to the point that online sections have been added for CMLD101 Introduction to Community Leadership, CMLD260 Foundations on Nonprofit Service, COMX412 Conflict Management, and PSCI411 Nonprofit Grant Writing each year. Currently, sufficient coursework is available online at MSU Northern to satisfy all bachelor degree general education requirements throughout the Montana University System. Sufficient additional electives are also available online for students to be able to complete the degree entirely online.

September 16-17, 2015

ITEM 168-2802+R0915

Request for Authorization to Offer Bachelor of Applied Science Trades Management Online

THAT

Montana State University Northern respectfully requests permission to update the Bachelor of Applied Science Trades Management area of study to offer this program online.

EXPLANATION

All upper-level, required classes for the BAS Trade Management program are presently offered online as part of the Business Administration Bachelor of Science degree.

There are approximately 25 trades-related AAS degrees offered by institutions of the Montana University System and an additional 3 degrees offered by Tribal Colleges in the state. This BAS area of study would provide an avenue for graduates with those AAS degrees to pursue a related bachelor degree.

ATTACHMENTS

Academic Proposal Request Form
Attachment #1-Example of Trades Management Program Sheet

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: 168-2802+R0915 Meeting Date: September 16-17, 2015
Institution: Montana State University Northern CIP Code: 52.0201
Program Title: Bachelor of Applied Science – Trades Management

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic Affairs Handbook](#).

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- 5. Terminating an existing major, minor, option or certificate – Step 2** (Completed Program Termination Checklist)

 Temporary Certificate or AAS Degree Program

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Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

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4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating)

5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit

Specify Request:

MSU Northern requests authorization to offer the BAS – Trades Management online (all upper-level required classes are presently offered online as part of the Business Administration B.S.).

There are approximately 25 trades-related AAS degrees offered by institutions of the Montana University System and an additional 3 degrees offered by Tribal Colleges in the state. This BAS area of study would provide an avenue for graduates with those AAS degrees to pursue a related bachelor degree.

A student entering this program will have completed an AAS degree in plumbing, electrical, construction trades, building trades, carpentry, construction technology, culinary arts, electronics technology, energy technology, industrial machine technology, machine tool technology, metals technology, sheet metal technology, surveying, sustainable energy technology, or welding technology from any member of the Montana University System or from those Montana Tribal Colleges with which we have articulated.

We believe this to be a workforce development initiative that moves our Montana students toward meeting the Governor's workforce development goals.

Montana State University – Northern
TRADES MANAGEMENT
Bachelor of Applied Science Degree
No Minor Required

Student

NOTE: A student entering this program will have completed an AAS degree in plumbing, electrical, construction trades, carpentry, construction technology, culinary arts, electronics technology, energy technology, industrial machine technology, machine tool technology, metals technology, sheet metal technology, surveying, sustainable energy technology, or welding technology from any member of the Montana University System, or from those Montana tribal colleges, with which we have articulated. A maximum of 60 of those credits (including 9 required general education credits) will apply to this degree.

REQUIRED COURSES

Prefix	No.	Course Title	Substitute	Institution	Sem Taken	Yr	Cr	Grade
ACTG	410	Cost/Mngmt Accounting			F Sp Su		3	
BMGT	335	Management & Organization			F Sp Su		3	
BMGT	329	Human Resource Management			F Sp Su		3	
BMKT	325	Principles of Marketing			F Sp Su		3	
BMGT	422	Project Management			F Sp Su		3	
BFIN	322	Business Finance			F Sp Su		3	
BUS	348	Business Communication			F Sp Su		3	
BGEN	468	Contemp. Issues in Bus. Ethics			F Sp Su		3	
BMIS	311	Management Information Sys.			F Sp Su		3	
BMGT	322	Operations Management			F Sp Su		3	
CET	498	Cooperative Education			F Sp Su		3	
		Elective			F Sp Su		3	

TOTAL CREDITS REQUIRED by the Program: 120

ADDITIONAL REQUIREMENTS:

At least 20 of the total credits required for graduation must be at the 300/400 level. As designed, this program contains 36 upper division credits.
Number of 300/400 level courses listed on papers and transcript: _____ 300/400 level credits

TOTAL CREDITS: Students must have 120 credits to earn a bachelor's degree according to Montana Board of Regents policy.

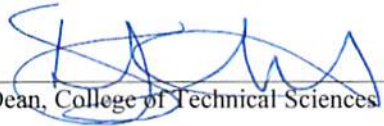
This student lists: _____ credits, according to the transcript
 _____ credits, on the first page of graduation papers
 _____ TOTAL CREDITS

GPA: Students graduating with a bachelor's degree must have a cumulative GPA of 2.0 and a GPA in the major of at least 2.5.

GPA REQUIREMENT FULFILLED: YES _____ NO _____


Advisor

_____ Date


Dean, College of Technical Sciences

4/2/15
Date

General Education Requirements

Bachelor Degree Candidates Only

Student's Name _____

NOTE: This form is to be typed or printed legibly. List all courses which fulfill the General Education Requirements.

GENERAL EDUCATION CORE (33 SEMESTER CREDITS)

Category I: Communication (6 credits)					
Prefix	No.	Course Title	Date Completed	Semester Credit	Grade
WRIT	101	Written Communication		3	
COMX	111	Speech OR		3	
COMX	115	Interpersonal Communication			
Category II: Mathematics (3 credits)					
M	121	College Algebra		3	
Category III: Natural Sciences (One with Lab) (6 credits)					
				3/4	
				3	
Category IV: History/Social Sciences (6 credits)					
ECNS	201 OR 202	Microeconomics or Macroeconomics		3	
				3	
Category V: Cultural Diversity (3 credits)					
BGEN	360	International Business		3	
Category VI: Humanities/Fine Arts (6 credits)					
				3	
				3	
Category VII: Technology (3 credits)					
				3	

The following courses MAY NOT be used to fulfill distribution requirements:

1. Courses required to fulfill General Education Core requirements.
2. Cooperative Education courses (courses numbered 279 or 479)
3. Courses with EDUC, GUID, or VOED prefixes.

Major Advisor's Signature_____
Date

September 16-17, 2015

ITEM 168-2803+R0915

Request for Authorization to Offer Bachelor of Applied Science Business Technology Online

THAT

Montana State University Northern respectfully requests permission to update the Bachelor of Applied Science Business Technology area of study to offer this program online.

EXPLANATION

There are 8 colleges offering feeder AAS degrees in the Montana University System, and 4 Tribal Colleges with similar AAS degrees. This BAS area of study would provide an avenue for graduates with those AAS degrees to pursue a related bachelor degree.

ATTACHMENTS

Academic Proposal Request Form
Attachment #1-Example of Business Technology Program Sheet

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: **168-2803+R0915**

Meeting Date: **September 16-17, 2015**

Institution: **Montana State University Northern**

CIP Code: **52.0201**

Program Title: **Bachelor of Applied Science – Business Technology**

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic Affairs Handbook](#).

A. Notifications:

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

1a. Placing a program into moratorium (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

1b. Withdrawing a program from moratorium

2. Intent to terminate an existing major, minor, option or certificate – Step 1 (Phase I Program Termination Checklist)

3. Campus Certificates- Adding, re-titling, terminating or revising a campus certificate of 29 credits or less

4. BAS/AA/AS Area of Study

B. Level I:

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

1. Re-titling an existing major, minor, option or certificate

2. Adding a new minor or certificate where there is a major or an option in a major (Curriculum Proposal Form)

3. Revising a program (Curriculum Proposal Form)

4. Distance or online delivery of an existing degree or certificate program

5. Terminating an existing major, minor, option or certificate – Step 2 (Completed Program Termination Checklist)

Temporary Certificate or AAS Degree Program

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

C. Level I with Level II Documentation:

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

- 1. Consolidating existing programs and/or degrees** (Curriculum Proposal Form)

D. Level II:

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

- 1. Re-titling a degree (ex. From B.A. to B.F.A)**

- 2. Adding a new minor or certificate where there is no major or option in a major** (Curriculum Proposal Form)

- 3. Establishing a new degree or adding a major or option to an existing degree** (Curriculum Proposal Form)

- 4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating)

- 5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

Specify Request:

MSU Northern requests authorization to offer the BAS – Business Technology online (all required business and computer classes are presently offered online as part of the Business Administration B.S. or the Computer Information Systems minor).

There are 8 colleges offering feeder AAS degrees in the Montana University System, and 4 Tribal Colleges with similar AAS degrees. This BAS area of study would provide an avenue for graduates with those AAS degrees to pursue a related bachelor degree.

A student entering this program will have completed an AAS degree in Business, Business Administration, Business Management, or Business Technology from any member of the MUS system or from those Montana Tribal Colleges with which we have articulated.

We believe this to be a workforce development initiative that moves our Montana students toward meeting the Governor's development goals.

Montana State University – Northern
Business Technology
Bachelor of Applied Science Degree
No Minor Required

Student

NOTE: A student entering this program will have completed an AAS degree in Business, Business Administration, Business Management, or Business Technology from any member of the MUS system, or from those Montana tribal colleges, with which we have articulated. A maximum of 60 (includes 9 credits of required general education coursework) of those credits will apply to this degree.

REQUIRED COURSES

Prefix	No.	Course Title	Substitute	Institution	Sem Taken	Yr	Cr	Grade
BMGT	335	Management & Organization			F Sp Su		3	
BMGT	329	Human Resource Management			F Sp Su		3	
BMKT	325	Principles of Marketing			F Sp Su		3	
BUS	348	Business Communication			F Sp Su		3	
BGEN	468	Contemp. Issues in Bus. Ethics			F Sp Su		3	
BMIS	311	Management Information Sys.			F Sp Su		3	
BMGT	322	Operations Management			F Sp Su		3	
BFIN	322	Business Finance			F Sp Su		3	
BMGT	245	Customer Service Management			F Sp Su		3	
CAPP	158	MS Access			F Sp Su		3	
CAPP	266	Advanced MS Excel			F Sp Su		3	
BMGT	498	Cooperative Education			F Sp Su		3	

TOTAL CREDITS REQUIRED by the Program: 120

ADDITIONAL REQUIREMENTS:

At least 20 of the total credits required for graduation must be at the 300/400 level. As designed, this program contains 27 upper division credits.
Number of 300/400 level courses listed on papers and transcript: _____ 300/400 level credits

TOTAL CREDITS: Students must have 120 credits to earn a bachelor's degree according to Montana Board of Regents policy.

This student lists: _____ credits, according to the transcript
 _____ credits, on the first page of graduation papers
 _____ TOTAL CREDITS

GPA: Students graduating with a bachelor's degree must have a cumulative GPA of 2.0 and a GPA in the major of at least 2.5.

GPA REQUIREMENT FULFILLED: YES _____ NO _____



Advisor

Date



Dean, College of Technical Sciences

4/2/15

Date

General Education Requirements

Bachelor Degree Candidates Only

Student's Name _____

NOTE: This form is to be typed or printed legibly. List all courses which fulfill the General Education Requirements.

GENERAL EDUCATION CORE (33 SEMESTER CREDITS)

Category I: Communication (6 credits)					
Prefix	No.	Course Title	Date Completed	Semester Credit	Grade
WRIT	101	Written Communication		3	
COMX	111	Speech OR		3	
COMX	115	Interpersonal Communication			
Category II: Mathematics (3 credits)					
M	121	College Algebra		3	
Category III: Natural Sciences (One with Lab) (6 credits)					
				3/4	
				3	
Category IV: History/Social Sciences (6 credits)					
ECNS	201 OR 202	Microeconomics or Macroeconomics		3	
				3	
Category V: Cultural Diversity (3 credits)					
BGEN	360	International Business		3	
Category VI: Humanities/Fine Arts (6 credits)					
				3	
				3	
Category VII: Technology (3 credits)					
				3	

- The following courses **MAY NOT** be used to fulfill distribution requirements:
1. Courses required to fulfill General Education Core requirements.
 2. Cooperative Education courses (courses numbered 279 or 479)
 3. Courses with EDUC, GUID, or VOED prefixes.

Major Advisor's Signature

Date

July 10, 2015

ITEM 168-1601+C0715

Request for Authorization to Offer a Bachelor of Science in Early Childhood Education: Pre-Kindergarten through Grade 3 – The University of Montana Western

THAT

The Board of Regents of Higher Education authorizes The University of Montana Western to offer a Bachelor of Science Major in Early Childhood Education: Pre-Kindergarten through Grade 3 (ECE:P-3)

EXPLANATION

This degree would prepare future and current professionals to meet the new Montana Professional Preparation Program standards to receive the ECE:P-3 license. Within three years all pre-K teachers working in the public schools in Montana will need this license. Additionally, this degree is required as part of the new pre-K federal grant received by the state. The degree will also meet the needs of Head Start, other Pre-K education centers, and K-3rd grade elementary classrooms. Most students would be eligible to receive scholarship money from the grant.

ATTACHMENTS

Academic Proposal Request Form
Curriculum Proposal Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: **168-1601+C0715**

Meeting Date: **July 10, 2015**

Institution: **The University of Montana Western**

CIP Code: **13.1210**

Program Title: **Bachelor of Science in Early Childhood Education: Pre-Kindergarten through Grade 3 (ECE: P-3)**

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic Affairs Handbook](#).

A. Notifications:

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

 1a. Placing a program into moratorium (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

 1b. Withdrawing a program from moratorium

 2. Intent to terminate an existing major, minor, option or certificate – Step 1 (Phase I Program Termination Checklist)

 3. Campus Certificates- Adding, re-titling, terminating or revising a campus certificate of 29 credits or less

 4. BAS/AA/AS Area of Study

B. Level I:

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

 1. Re-titling an existing major, minor, option or certificate

 2. Adding a new minor or certificate where there is a major or an option in a major (Curriculum Proposal Form)

 3. Revising a program (Curriculum Proposal Form)

 4. Distance or online delivery of an existing degree or certificate program

 5. Terminating an existing major, minor, option or certificate – Step 2 (Completed Program Termination Checklist)

X Temporary B.S. (onetime exception)

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

C. Level I with Level II Documentation:

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

- 1. Consolidating existing programs and/or degrees** (Curriculum Proposal Form)

D. Level II:

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

- 1. Re-titling a degree (ex. From B.A. to B.F.A)**

- 2. Adding a new minor or certificate where there is no major or option in a major** (Curriculum Proposal Form)

- 3. Establishing a new degree or adding a major or option to an existing degree** (Curriculum Proposal Form)

- 4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating)

- 5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

Specify Request:

In order to meet the recently changed needs of early childhood education and elementary education in Montana, the University of Montana Western seeks temporary approval to offer its proposed B.S. Major in PreK:P3 Education beginning August 2015. This meets the urgent need of students as well as that of schools since all public schools that offer early childhood education will be required by the Montana Office of Public Instruction to have this licensure within three years.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

1. Overview

The early years are critical for children's current and future success. For example, during these years the brain develops more rapidly than at any other time, with 700 synapses being developed every second. Attention at both the national and state level has highlighted the growing awareness of the need for well-prepared teachers and quality programs for young children. The proposed ECE: P-3 degree will prepare educators with very specific coursework and experiences to meet the needs of this age group. The degree is designed to meet the early childhood teacher preparation standards established by the National Association for the Education of Young Children (NAEYC) in alignment with the Montana early childhood education Professional Educator Preparation Program (PEPP) standards and the national accreditation standards through the Council for Accreditation of Educator Preparation (CAEP).

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

This proposal constitutes a request for approval of a new University of Montana Western Bachelor of Science Early Childhood Education: P-3 degree. The program will be housed in the Education Department. This degree will prepare future and current professionals to meet new Montana PEPP standards to receive the ECE: P-3 license. Within three years all prek teachers working in public schools will need this license. Additionally, this degree is required as part of the new prek grant received by the state. The degree will also meet the needs of those seeking employment in Head Start, child care, preschools, and K-3rd grade elementary classrooms.

3. Need

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

New state licensure: The Montana Board of Public Education has recently approved a Pre-K-3rd grade license. As the largest early childhood program in the State and as a leader in early childhood education, it is logical that Montana Western offer the degree.

State funding: The Montana Office of Public Instruction just received a \$10,000,000 grant (renewable for four years) for Pre-K. This grant provides nearly half a million dollars a year for scholarships and for course development. Additionally, students who are working within early childhood can apply for \$1,000 non-competitive scholarship each semester to apply toward their degree from the Early Childhood Project.

Employment: Within three years, all public schools who offer prek programs will be required to have a teacher with the new ECE: P-3 license. The new \$10,000,000 prek grant also requires that early childhood teachers receive a prek degree. Sixty four teachers, who will receive this funding have already been identified as needing this degree. This degree would also be appropriate for teachers in early elementary grades, preschool programs such as Head Start, and child care.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

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

This degree will assist in meeting the growing demand in Montana and the nation for a highly qualified workforce. Research indicates the importance of quality educational settings for young children, their families, and society. Children who are in high quality early childhood settings have better short and long term outcomes. For example, children who attend high quality early childhood programs have less need for special education and are less likely to be teen parents, to drop out of school, to be on welfare, or to be incarcerated. They are more likely to attend college and to have full-time employment as adults.

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

Currently prek is considered a fast growing industry with a 17% growth rate. According to the Bureau of Labor Statistics, in pre-k alone, there are 197 positions available each year in Montana. Nationally, 41 states have some form of early childhood education licensure covering the prek to early elementary grades (birth to age 8 and Pre-K-grade 1, 2, 3, or 4). Nationally, it is predicted that there will be 47,000 new jobs in prek alone in the next 10 years.

4. Institutional and System Fit

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

The University of Montana Western currently offers Bachelors' of Science degrees in Elementary Education and in Early Childhood Education. The BS in Elementary Education is designed for students seeking a K-8 licensure. The BS in Early Childhood Education is a non-licensure degree designed for students working with children birth to age 8 in a variety of settings such as Head Start, childcare, and preschool.

Montana Western currently has field sites throughout Montana and online offerings that provide accessible courses for students throughout Montana. The courses provided at these sites will form the foundation for the ECE: P-3 degree.

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

Some coursework in certificate in ECE, AAS in ECE, and BS in ECE are being changed to better align with the ECE: P-3 degree

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

The ECE: P-3 degree utilizes courses from both the BS in Elementary Education and Early Childhood Education. The degree will prepare students to work in both preschool and early elementary settings. This degree is specifically designed for students seeking licensure.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

The degree is also designed to meet the early childhood teacher preparation standards established by the National Association for the Education of Young Children (NAEYC) and in alignment with the Montana early childhood education standards and the national accreditation standards through the Council for Accreditation of Educator Preparation (CAEP).

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

Montana Western has been a leader in early childhood education in Montana, offering early childhood degrees consistently for the last 28 years. In addition to serving on campus students, Montana Western in conjunction with partner colleges and universities provide early childhood coursework at seven onsite field sites, and through online coursework. This allows place-bound students to obtain degrees without having to relocate. Montana Western also has a unique mission of offering certificate, associate, and bachelor's degrees. This degree is designed as a stackable credential that will allow students who complete an AAS in ECE to continue on to receive a BS degree, without a loss of credits.

This program is also aligned with Montana Western's mission of offering experiential education. Each early childhood course is designed to include practicums where students implement what they are learning with young children.

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.

At this time, Montana Western is the only state institution that is proposing a stand-alone ECE:P-3 degree. Montana Western has discussed this proposal at the Early Childhood Education Higher Education consortium meeting which is attended by representatives from all other campuses offering early childhood coursework. The consortium was supportive of the proposal. The consortium has been meeting at least twice a year for the past 20 years. As a consortium we have a long history of working collaboratively including creating and co-teaching courses. We will continue to work closely together to share coursework whenever it is feasible.

Montana Western currently has articulation agreements with Flathead Community College, Dawson Community College, Great Falls College, and Helena College. These articulation agreements have been in place for many years, being adjusted as degrees have changed.

5. Program Details

Montana Board of Regents
CURRICULUM PROPOSAL FORM

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.

This curriculum is designed to meet the early childhood teacher preparation standards established by the National Association for the Education of Young Children (NAEYC) and in alignment with the Montana early childhood education standards and the national accreditation standards through the Council for Accreditation of Educator Preparation (CAEP).

General education includes EDEC 247-248	32	Child & Adolescent Development included
EDEC 210-211	3	Meeting the Needs of the Family and lab
EDEC 220-221	3	Creating an Environment for Learning and lab
EDEC 230	4	Positive Guidance and Management and lab
EDEC 265-266	3	Leadership and Professionalism and lab
EDEC 381-382	3	Early Childhood Curriculum and Methods and lab
EDEC 385-386	3	Integrated Curriculum in Early Childhood and lab
EDEC 340	3	Practicing Inclusion
EDEC 405	3	Assessment in EC
EDEC 430	3	Social/Emotional Development
HEE 340 or EDEC 291	3	Health Methods Course
EDU 201	4	Intro to Education
EDU 222	4	Ed Psych and Child Development
EDU 233	4	Lit, Language and Texts
EDU 234	4	Reading-Writing Connections

Montana Board of Regents
CURRICULUM PROPOSAL FORM

EDU 311 or EDEC 291	4	Diversity Course
EDU 334	4	Children & Young Adult Lit
EDU 352	4	Field Experience
EDEC XXX	2	Integrating Tech in ECE classrooms
EDU 382	4	Assessment, Curriculum & Instruction
EDED XXX	4	Mathematics for Early Childhood (K-3)
EDU 397A or EDEC 345	4	Arts Methods
EDEC XXX	4	Science & Social Studies for Early Childhood (K-3)
EDEC 353	1	Fostering Movement
EDU 438	4	Literacy, Assess, Diag & Instruction
student teaching	12	Student Teaching
TOTAL	126	

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

The goal is to begin the new ECE: P-3 degree next year. Because of the availability of nearly \$500,000 in scholarships, the prek state grant, and the new OPI regulations we are anticipating that there could be an additional 60 students next year. Most of these students will be currently working practitioners who will most likely attend school part-time. It is likely that many of these students will be in our field sites.

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.

Most of the courses proposed are currently taught in either the early childhood or the elementary education program. With reconfiguration of duties for existing faculty, all courses can be covered for next year. We anticipate that a new faculty line will be needed within two years because of the increased number of new students that this degree will generate.

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.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Grant funding is available to assist with course revision and development to meet the needs of the ECE: P-3 degree.

7. Assessment

How will the success of the program be measured?

The program is designed to align with state and national accreditation requirements which include the identification of key assessments that will track student progress during the program as well as providing a measure for their impact on children's learning upon completion of the program. This data will be examined on a regular basis and program changes will be made based upon the data.

The quality of instruction will be measured through course evaluations each semester as well as through student surveys completed upon graduation and employer surveys that will be conducted to track the success of program graduates.

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 program was developed during the fall semester to meet the new ECE: P-3 licensure standards. A state-wide meeting was held to gain input on the degree. Representatives from Head Start, child care, early childhood professional organizations, organizations for exceptionalities, early childhood accreditation, and faculty teaching elementary and early childhood were in attendance. The degree was also shared and reviewed by early childhood faculty from other campuses. The program was also reviewed and approved by the Montana Western Education Department, the Faculty Chairs, and the Faculty Senate.