

From: Deputy Commissioner Brock Tessman  
To: Board of Regents

Please see below for an executive overview of the Request to Plan items that are being proposed for your review and action at the November 2021 meeting of the Board of Regents. These items have been submitted by the campuses and reviewed by the Chief Academic Officers of the Montana University System and community colleges. OCHE staff has reviewed the items and provided a short analysis below relying on information submitted by the campuses. For more information and specific details on each item, please see the supporting documentation included on the Academic, Research, and Student Affairs Committee agenda.

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### **Great Falls College**

#### **Associate of Applied Science in Office Management and Supervision**

The Associate of Applied Science in Office Management and Supervision will provide students with a general background in business designed to prepare graduates for a wide range of entry-level jobs in the public and private sector. The program will consist of a combination of general education and technical coursework in communication, computer application skills, business, human resources, and accounting. Graduates from this program will have the necessary skills to obtain work in a professional workplace setting.

This degree is designed to place students directly in the workforce after graduation. It is a complementary and stackable credential with the Office Support Certificate of Applied Science that is also being proposed. While not specifically designed as a stackable credential for bachelor's-level business degrees, much of the coursework in this proposed AAS degree would transfer to a bachelor's degree in several business programs across the state.

#### **Certificate of Applied Science in Office Support**

This Certificate of Applied Science will provide students with a general background in business designed to prepare graduates for a wide range of entry-level jobs in the public and private sector. The program will consist of a combination of general education and technical coursework in communication, computer application skills, and general business. This certificate is designed to quickly place students directly in the workforce but could also be used as a stackable credential. Students could apply the coursework from this degree to an associate's or bachelor's degree within the business discipline. The Bureau of Labor Statistics forecasts 1,600 annual openings for office clerks in Montana for the 2018-2028 period and additional openings in closely related occupational categories. The median wage for office clerks in Montana is \$35,330.

### **University of Montana - Missoula**

#### **Cybersecurity B.S.**

The requested Cybersecurity bachelor's degree would provide students with skills in programming; networking technology & protocols; databases & analytics; probability & statistics; policy, legal, ethics, and compliance; cybersecurity fundamentals & practices, and cybersecurity management &

planning. Students who earn the Cybersecurity degree will work for companies as consultants, Chief Information Officers, or Chief Security Officers focusing on the organization issues around cybersecurity.

Currently University of Montana's College of Business offers a certificate in Cybersecurity Manager and Missoula College offers a Certificate of Technical Skills (CTS) in Cybersecurity and the Associate of Applied Science (AAS) degree in Information Technology with a concentration in Network Administration & Security. These programs could allow students to transfer some coursework to the completion of the bachelors degree.

UM's current cybersecurity offerings reflect positive enrollment and placement. However, many employers are requesting employees to have a bachelors level degree for placement.

### **Institute for Early Childhood Education**

The Phyllis J. Washington College of Education currently offers a BS in early childhood education and is adding initial P-3 licensure to its M.Ed. in early childhood education and houses the Learning and Belonging Preschool. The proposed Institute for Early Childhood Education would leverage these resources and UM faculty's existing early-childhood research strengths to develop an integrated approach to research, demonstration, and training for early childhood education, advancing high-quality practices in the state and region. If approved, the center would absorb the Learning and Belonging School, expanding its offerings up to the second grade, and leverage it further as a platform for research and demonstration of evidence-based strategies for young children and teacher candidates. Beyond applied research and demonstration of model practices, the Institute for Early Childhood Education will provide training for educational leaders and professionals through workshops, presentations, and conferences. No substantial new funds are requested to launch the center.

### **Native American Studies M.A.**

The proposed MA in Native American Studies would leverage existing UM graduate-level course offerings to provide an interdisciplinary and comparative program of study in Native American Studies. UM currently has several students pursuing interdisciplinary degree pathways at the graduate level whose research interests and course selection indicate might prefer an explicit Native American Studies program. Student surveys similarly suggest interest in this new degree pathway. If approved, the program would also provide an attractive pathway for Salish Kootenai College undergraduates. UM and Salish Kootenai College have agreed to count select SKC 400-level courses from their Native American Studies Department as optional courses within the degree pathway.

Montana State University – Bozeman offers a very similar Native American Studies M.A. Enrollment in MSU's program has typically been low, with 1-5 graduates per year.

### **University of Montana - Western Business with an Option in Farm and Ranch Specialist, A.A.S.**

University of Montana Western's Business Department is looking to expand options to the current Applied Science of Business degree with adding a Farm and Ranch Specialist option. The proposed program would be a collaboration between the Business Department and the Equine Science Department with intentions of supporting Montana's agriculture economy.

The proposed option would require sixty-nine credits for completion with the new Farm and Ranch specialist requiring twenty-four of those credits. Currently UM-Western offers a similar program

through its Farm and Ranch Operations minor. The proposed new option within the AAS of Business degree is designed to support students who are interested in seeking a degree at the associates level.

### **Business with an Option in Outdoor Industry Specialist, A.A.S.**

University of Montana Western's Business Department is looking to expand its AAS offerings to include an Outdoor Industry Specialist to the already existing Applied Science Business major. The proposed program would be a collaboration between the Business, Equine Studies, Biology, Health and Environmental Science Departments.

The proposed option would require sixty-nine credits from completion with the new Outdoor Industry Specialist option requiring twenty-four of those credits. Costs to stand-up the program are minimal, as the UM-Western currently offers a similar program through its business bachelors program with a outdoor industry minor. The new AAS option is designed to support students who are interested in the program but are looking to complete at the associates level.

### **Professional Horsemanship Certificate**

Academic aspects of the program are designed to increase students' knowledge in management and awareness of the modern world equine industry. The collaboration of the University of Montana Western and the Montana Center for Horsemanship's (MCH) experiential learning and curriculum allows the graduate to pursue a career in equine-related education.

Currently the UMW NH program has around 70% nonresident students represented. The program is not just designed to employ graduates in Montana but throughout the United States. By offering this certificate it will help students gain knowledge of horsemanship and qualify for higher positions in the equine industry, for example, further employment promotions, personal knowledge, self-employment, or specialize discipline towards training horses. Undergraduate and non-degree seeking people have showed high interest in learning advance horsemanship skills outside of a traditional academic degree program.

This certification program would be a first of its kind and continue the institution's innovated plan in experiential learning. It would immerse students in their interest of study and maximize their success to identify and achieve their horsemanship goals. Costs of starting the program are minimal due existing structures, faculty and private collaboration.

### **Professional Horsemanship M.S.**

Academic aspects of the program are designed to increase students' knowledge in management, research, and awareness of the modern world equine industry. The collaboration of the University of Montana Western and the Montana Center for Horsemanship's (MCH) experiential learning and online curriculum allows the graduate to pursue a career in equine-related education.

Currently the UMW NH program has around 70% nonresident students represented. The program not just designed to employ graduates in Montana but throughout the United States. By offering this degree graduates will be qualified for higher positions in the equine industry, for example, equine instructors at a college or university, continue into a doctoral program, self-employment, or specialize discipline towards training horses.

In the last two years there has been interest from around 10 current and past graduates in the Natural Horsemanship program at UMW for a graduate program in Natural Horsemanship. Students have expressed having more skills courses that specialize in certain areas of horsemanship and colt starting.

UMW will potentially collaborate with other programs in the MUS to offer master's level courses not available at Montana Western. The skills courses would be through a MOU between UMW and MCH that already has an existing partnership for the bachelors degree option.

This graduate degree program would be a first of its kind and continue the institution's innovated plan in experiential learning. It would immerse students in their field of study and maximize their success to identify and achieve their educational goals.

**Montana University System**  
**REQUEST TO PLAN – OCHE ANALYSIS**

**ITEM 197-2901-R1121****ITEM NAME:** Associate of Applied Science in Office Management and Supervision**OCHE ANALYSIS**

<b>Labor market outlook</b>	<p>The Bureau of Labor Statistics reports the following annual openings for occupations related to this degree pathway</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Job Title</th> <th style="text-align: center;">Projected Annual Openings 2018 - 2028</th> </tr> </thead> <tbody> <tr> <td>First-line Supervisor of Office and Administrative Support Workers (43-1011) *</td> <td style="text-align: center;">450</td> </tr> <tr> <td>Administrative Services Managers (11-3012) *</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Office Clerk (43-9061) *</td> <td style="text-align: center;">1,600</td> </tr> <tr> <td>Customer Service Representative (43-4051) *</td> <td style="text-align: center;">730</td> </tr> <tr> <td>Administrative Assistants (43-6014) *</td> <td style="text-align: center;">650</td> </tr> <tr> <td>Executive Administrative Assistant (43-6011)</td> <td style="text-align: center;">70</td> </tr> <tr> <td>Claim Processor (43-9041)</td> <td style="text-align: center;">60</td> </tr> <tr> <td>New Account Clerk (43-4141)</td> <td style="text-align: center;">20</td> </tr> </tbody> </table> <p>Job titles designated with a * in Table 1 are noted as jobs with a “Bright Outlook” in the O*Net database. The median wage for office clerks in Montana is \$35,330.</p>				Job Title	Projected Annual Openings 2018 - 2028	First-line Supervisor of Office and Administrative Support Workers (43-1011) *	450	Administrative Services Managers (11-3012) *	20	Office Clerk (43-9061) *	1,600	Customer Service Representative (43-4051) *	730	Administrative Assistants (43-6014) *	650	Executive Administrative Assistant (43-6011)	70	Claim Processor (43-9041)	60	New Account Clerk (43-4141)	20
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<b>Related programs / centers / institutes</b>	Most Montana 2-year campuses offer some related curriculum. Given the localized nature of this employment pathway, the duplication in programming is generally viewed as warranted.																					
<b>Budget Impact</b>	<b>LOW</b> <ul style="list-style-type: none"> <li>• Only incidental costs</li> </ul>	<b>X</b>	<b>MEDIUM</b>	<b>HIGH</b> <ul style="list-style-type: none"> <li>• substantial commitment of resources relative to institutional budget</li> </ul>																		
<b>CAO discussion and follow-up</b>	Program can be offered with existing faculty, classrooms, and equipment. Additional adjunct instructors may be added depending on program enrollment																					
<b>ARSA/BOR comment and direction for Level II proposal</b>																						

**Montana University System**  
**REQUEST TO PLAN – OCHE ANALYSIS**

**ITEM 197-2902-R1121****ITEM NAME:** Certificate of Applied Science in Office Support**OCHE ANALYSIS**

<b>Labor market outlook</b>	<p>The Bureau of Labor Statistics reports the following annual openings for occupations related to this degree pathway</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Job Title</th> <th style="text-align: center;">Projected Annual Openings 2018 - 2028</th> </tr> </thead> <tbody> <tr> <td>First-line Supervisor of Office and Administrative Support Workers (43-1011) *</td> <td style="text-align: center;">450</td> </tr> <tr> <td>Administrative Services Managers (11-3012) *</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Office Clerk (43-9061) *</td> <td style="text-align: center;">1,600</td> </tr> <tr> <td>Customer Service Representative (43-4051) *</td> <td style="text-align: center;">730</td> </tr> <tr> <td>Administrative Assistants (43-6014) *</td> <td style="text-align: center;">650</td> </tr> <tr> <td>Executive Administrative Assistant (43-6011)</td> <td style="text-align: center;">70</td> </tr> <tr> <td>Claim Processor (43-9041)</td> <td style="text-align: center;">60</td> </tr> <tr> <td>New Account Clerk (43-4141)</td> <td style="text-align: center;">20</td> </tr> </tbody> </table> <p>Job titles designated with a * in Table 1 are noted as jobs with a “Bright Outlook” in the O*Net database. The median wage for office clerks in Montana is \$35,330.</p>				Job Title	Projected Annual Openings 2018 - 2028	First-line Supervisor of Office and Administrative Support Workers (43-1011) *	450	Administrative Services Managers (11-3012) *	20	Office Clerk (43-9061) *	1,600	Customer Service Representative (43-4051) *	730	Administrative Assistants (43-6014) *	650	Executive Administrative Assistant (43-6011)	70	Claim Processor (43-9041)	60	New Account Clerk (43-4141)	20
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**Montana University System**  
**REQUEST TO PLAN – OCHE ANALYSIS**

**ITEM 197-1001-R1121****ITEM NAME:** University of Montana – Missoula Cybersecurity, BS**OCHE ANALYSIS**

<b>Labor market outlook</b>	According to ONet and CyberSeek, the labor market demand for positions within cybersecurity is high. Most vacancies prefer a bachelors level degree, and most employees will typically need several years of work-related experience.				
<b>Related programs / centers / institutes</b>	Currently Montana does not offer a bachelor’s degree program in Cybersecurity. However, University of Montana does offer a Cybersecurity Certificate and an AAS program with a security option.				
<b>Budget Impact</b>		<b>LOW</b> <ul style="list-style-type: none"> <li>• Only incidental costs</li> </ul>	<b>X</b>	<b>MEDIUM</b>	<b>HIGH</b> <ul style="list-style-type: none"> <li>• substantial commitment of resources relative to institutional budget</li> </ul>
<b>Budget Impact</b>	Cybersecurity is an interdisciplinary subject area. Many curriculum components already exist in Computer Science, MIS, and Missoula College IT Network Administration & Security. Classroom and computing facilities are in place on the UM Mountain and River Campuses. We will be requesting at least one TT faculty position. Some existing curriculum will need to be revised and additional curriculum will need to be created.				
<b>CAO discussion and follow-up</b>					
<b>ARSA/BOR comment and direction for Level II proposal</b>					

**Montana University System**  
**REQUEST TO PLAN – OCHE ANALYSIS**

**ITEM 197-1002-R1121**

**ITEM NAME:** Institute for Early Childhood Education

OCHE ANALYSIS				
<b>Labor market outlook</b>	N/A			
<b>Related programs / centers / institutes</b>	<p>There are several education focused centers around the state, but none with an explicit focus on P-2 education. Related centers include:</p> <ul style="list-style-type: none"> <li>• Montana Center for Inclusive Education, MSU – Billings</li> <li>• Center for Research on Rural Education, MSU – Bozeman</li> <li>• Montana Area Health Education Center (AHEC), MSU – Bozeman</li> <li>• Montana Engineering Education Research Center, MSU – Bozeman</li> <li>• Rural Institute : A Center for Excellence on Disabilities, UM - Missoula</li> </ul>			
<b>Budget Impact</b>	X	<b>LOW</b> <ul style="list-style-type: none"> <li>• Only incidental costs</li> </ul>	<b>MEDIUM</b>	<b>HIGH</b> <ul style="list-style-type: none"> <li>• substantial commitment of resources relative to institutional budget</li> </ul>
<b>CAO discussion and follow-up</b>				
<b>ARSA/BOR comment and direction for Level II proposal</b>				

**Montana University System**  
**REQUEST TO PLAN – OCHE ANALYSIS**

**ITEM 197-1003-R1121****ITEM NAME:** Native American Studies MA**OCHE ANALYSIS**

<b>Labor market outlook</b>	Graduates in Native American Studies at the Masters level work in a wide variety of fields, which complicates specific labor demand analysis. The most direct occupational match is for area, ethnic, and cultural studies teachers at postsecondary institutions. This occupation typically requires a PhD for entry. The Bureau of Labor Statistics forecasts ~10 openings annually in Montana (though these include specialties outside of Native American Studies).																		
<b>Related programs / centers / institutes</b>	MSU-Bozeman also offers a M.A. in Native American Studies.																		
<b>Related programs / centers / institutes</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="5">Native American Studies Master's degree graduates, 2017-2020</th> </tr> <tr> <th></th> <th>2020</th> <th>2019</th> <th>2018</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>Montana State University</td> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>				Native American Studies Master's degree graduates, 2017-2020						2020	2019	2018	2017	Montana State University	5	4	1	1
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<b>Budget Impact</b>	<b>X</b>	<b>LOW</b> <ul style="list-style-type: none"> <li>• Only incidental costs</li> </ul>		<b>MEDIUM</b>		<b>HIGH</b> <ul style="list-style-type: none"> <li>• substantial commitment of resources relative to institutional budget</li> </ul>													
<b>Budget Impact</b>	Courses already exist and no new faculty or staff will be needed to support the program.																		
<b>CAO discussion and follow-up</b>																			
<b>ARSA/BOR comment and direction for Level II proposal</b>																			

Montana University System  
REQUEST TO PLAN – OCHE ANALYSIS

ITEM 197-1600-R0721

ITEM NAME: **Business with an Option in Farm and Ranch Specialist, AAS**

OCHE ANALYSIS

<b>Labor market outlook</b>	The U.S. Bureau of Labor Statistics (BLS) estimates an increase of 4% job growth for Farm and Ranch in Montana – equating to an annual opening of 240 positions per year. Average annual income for Farm and Ranch in Montana is estimated at \$26,030.			
<b>Related programs / centers / institutes</b>	Currently UM Western offers an identical minor through the Business Administration bachelors degree. This will provide an option for students seeking an associates degree.			
<b>Budget Impact</b>	<b>x</b>	<b>LOW</b> • Only incidental costs	<b>MEDIUM</b>	<b>HIGH</b> • substantial commitment of resources relative to institutional budget
	No new resources are needed. The Business Department has worked with the Equine Sciences Department.			
<b>CAO discussion and follow-up</b>				
<b>ARSA/BOR comment and direction for Level II proposal</b>				

**Montana University System**  
**REQUEST TO PLAN – OCHE ANALYSIS**

**ITEM 197-1601-R0721**

**ITEM NAME:** Business with an Option in Outdoor Industry Specialist, AAS

OCHE ANALYSIS					
<b>Labor market outlook</b>	According to Bureau of Labor and Statistics, Outdoor Recreation positions in Montana are projecting job growth at 9% from 2018-2028, with an average of 310 annual openings. The average annual salary is \$27,770. It is reported that the majority of job openings in this area require a bachelors degree.				
<b>Related programs / centers / institutes</b>	<p>UM Western currently offers a bachelor’s degree with a minor in Outdoor Industry Business Management. The coursework required of the proposed AAS degree, will mirror that of the minor but will allow students to complete an associates.</p> <p>FVCC has a transfer track degree and an AAS program in Natural Resources Conservation and Management.</p>				
<b>Budget Impact</b>	<b>X</b>	<b>LOW</b> <ul style="list-style-type: none"> <li>Only incidental costs</li> </ul>		<b>MEDIUM</b>	<b>HIGH</b> <ul style="list-style-type: none"> <li>substantial commitment of resources relative to institutional budget</li> </ul>
	UM Western currently offers a minor with the Business Administration bachelors program in the same area. Staff, facilities and curriculum are currently in place.				
<b>CAO discussion and follow-up</b>					
<b>ARSA/BOR comment and direction for Level II proposal</b>					

**Montana University System**  
**REQUEST TO PLAN – OCHE ANALYSIS**

**ITEM 197-1602-R1121**

**ITEM NAME:** Certification Program in Professional Horsemanship

OCHE ANALYSIS				
<b>Labor market outlook</b>				
<b>Related programs / centers / institutes</b>	Currently there are no other certificate programs within the MUS for professional horsemanship.			
<b>Budget Impact</b>	<b>x</b>	<b>LOW</b> <ul style="list-style-type: none"> <li>Only incidental costs</li> </ul>	<b>MEDIUM</b>	<b>HIGH</b> <ul style="list-style-type: none"> <li>substantial commitment of resources relative to institutional budget</li> </ul>
	Facilities to house this program are already in existence and currently available.			
<b>CAO discussion and follow-up</b>				
<b>ARSA/BOR comment and direction for Level II proposal</b>				

**Montana University System**  
**REQUEST TO PLAN – OCHE ANALYSIS**

**ITEM 197-1601-R1121**

**ITEM NAME:** Master of Science Professional Horsemanship

OCHE ANALYSIS				
<b>Labor market outlook</b>	This masters program will be the first of its kind with hopes on continuing upon UM western’s innovation in experiential learning.			
<b>Related programs / centers / institutes</b>	<p>Currently there are not Montana programs that directly lead to a masters degree in Professional Horsemanship. UM Western offers the only bachelors degree in professional horsemanship in the country.</p> <p>This program would be an extended partnership program between UM Western and Montana Center for Horsemanship. UM Western will be providing the online business courses and MCH will be providing the hands-on requirements of the coursework.</p>			
<b>Budget Impact</b>	<b>X</b>	<b>LOW</b> <ul style="list-style-type: none"> <li>Only incidental costs</li> </ul>	<b>MEDIUM</b>	<b>HIGH</b> <ul style="list-style-type: none"> <li>substantial commitment of resources relative to institutional budget</li> </ul>
<b>CAO discussion and follow-up</b>	UM Western has had a partnership with the Montana Center for Horsemanship since 2011. Facilities to house the program and operate skills coursework are already in existence. Additional hands-on facilities are currently not in full operation, therefore space to accommodate skills coursework is available.			
<b>ARSA/BOR comment and direction for Level II proposal</b>				