Faculty Senate Minutes
3/12/2021
CBB 001 and Virtual Meeting via Zoom

CBB 001: Charie Faught (Chair), Ulana Holtz

Zoom: Peter Lucon (Vice-Chair), Atish Mitra (Secretary), Courtney Young, Tony Patrick, Miriam Young, John Ray, Jackie Timmer, Dan Trudnowski, Dan Autenrieth, Chris Gammons, Sue Schrader, Katherine Zodrow, Tamara Harp, Ron White, Karen Wesenberg

Quorum@ 1:00pm

I.   Welcome and Minutes (https://www.mtech.edu/facultystaff/facultysenate/minutes/index.html)

Approvals for February 22, 2021 Meeting Minutes, and seconded. **PASSED.**

Action Items

II.   CRC Items - As provided in the Outlook Calendar Invitation
   a.   AAS IT list options
   b.   AS Remove Pathway
   c.   Change Course Numbers IT
   d.   HSTR 101 Remove
   e.   IAS JRNL 272 Change Preq
   f.   IAS remove com 211
   g.   IAS remove Lit223
   h.   IAS remove preq from LIT224
   i.   IAS remove psyx230
   j.   Remove psyx 101

   Motion to approve, and seconded. **PASSED.**

Informational Items

III.   BOR Information (including **MFPE statement – see attached**)

Chair: Attended the BOR meeting yesterday, where there was discussion about HB102 (guns on campus) – which has now passed. An amendment gave the university system a bit of time to implement the changes - till June 2021. The message we want to send is that we support OCHE on opposing the law. Ideas: (1) weapon related policies should be uniformly implemented across all campuses state-wise (2) need to have strong university-wise policies on training, carrying and storage of weapons. (3) faculty should not be required to enforce weapon related policies on campus. Senator concern: If a student brings a concealed weapon to the classroom, is there a policy to address it?

Discussions about availability of COVID vaccines for faculty. Senator: One can get vaccines if one signs up at BSB website – if extra vaccines become available. Safeway pharmacy also giving out vaccines.

IV.   Teaching and Learning Center
        Chair: We now have an open position on Montana Tech website, and expect to fill it for the next academic year.

V.   Faculty/Staff Satisfaction Survey
        Chair: We have been meeting with the staff senate and the Chancellor, had a presentation and demo by "Great Places to Work". The Chancellor has agreed to get this standardized survey (with the option to add some custom questions) for the next year. We hope to have it ready by the second week of April.

VI.   Activities and priorities for the upcoming year
        a. Faculty and Staff Recognition - roundtable
            None.
        b. Strategic Planning
            Now meeting on Fridays every two weeks. Working on metrics at the moment. Faculty are encouraged to give further comments on "Mission, Vision and Values" statement on Moodle.
        c. Fall semester planning
            Continued discussion (from last week) on fall semester planning.
        d. Review of FS Standards as Compared to MTFA Standards for Instruction, Research and Scholarly Activity, and Service
            So far one person has volunteered to review the existing standards. More faculty members are encouraged to volunteer to move this forward.

VII.   Other Items

        Full Faculty meeting: It was suggested to have this semester's full faculty meeting in early April. Suggested date/time – Friday the 9th of April at 3:00pm? Chair will check the calendar and will discuss this at next meeting.

Motion to adjourn @ 1:40pm.

Guidance: Final changes are made by the registrar after faculty senate approval and BOR approval, as needed.
See workflow document
https://helpx.adobe.com/acrobat/how-to/convert-word-excel-paper-pdf-forms.html?set=acrobat--fundamentals--pdf-forms
Guidance can be found at: https://mus.edu/che/arsa/academicproposals.html

Submission Requirements: All Submissions (checked by CRC):
- ☐ Electronic Copy (with the exception of signatures- no handwritten items)
- ☐ Completed CRC Form, with all Signatures and Attachments based on level of request (see below)

Level of Request Requirements

Please indicate the type of request(s) by selecting *all that apply*:

1. **Faculty Approvals** *(directly to CRC, then Faculty Senate):*
   - ☐ Establish a <u>new course</u> for the catalog (please contact the Registrar of MUS CCN information)
     or
   - ☐ <u>Course Changes:</u> addition, deletion or change of title, credit, course number, pre-req, description, or cross listing. Course Number
     - ☐ Course Description
     - ☐ Syllabus with Course Outcomes
     - ☐ Pre-requisites or co-requisites
   - ☒ <u>Amend an existing degree program.</u> Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor.
     - ☐ **Documents as listed under establishing a new course**
     - ☐ Existing Curriculum Worksheet
     - ☐ New Curriculum Worksheet, with changes highlighted
   - ☐ Other (for those that are considered in this level but otherwise not listed):

2. **Campus Approvals Level I** *(must be approved by the VCAA prior to CRC submission):*
   - ☐ Placing a postsecondary educational program into moratorium:
     - ☐ Program Termination and Moratorium Form
     - ☐ Academic Proposal Request Form
   - ☐ Withdrawing a postsecondary educational program from moratorium.
     - ☐ Academic Proposal Request Form
   - ☐ Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more.
     or
   - ☐ Establishing a B.A.S./A.A./A.S. area of study. Required Documents:
     - ☐ Academic Proposal Request Form
     - ☐ **Documents as listed under establishing a new course**
   - ☐ Offering an existing postsecondary educational program via distance or online delivery. Required Documents:
     - ☐ Academic Proposal Request Form
   - ☐ Other (for those that are considered in this level but otherwise not listed):
     - ☐ Academic Proposal Request Form

3. **OCHE Approvals Level I** *(must be approved by the VCAA and Chancellor prior to CRC submission):*
   Level I items are those requests for which the Board of Regents has fully designated approval authority to the institution or Commissioner of Higher Education. These requests are to be submitted for notification to or approval by Commissioner as Level I proposals. Level I proposals may be submitted to OCHE at any time by the flagship campuses or community colleges and will be processed on a rolling monthly schedule. The approval of such proposals will be conveyed to the Board of Regents at the next meeting of the board. Level I proposals include campus initiatives typically characterized by minimal costs, clear adherence to approved campus mission, and the absence of significant programmatic impact on other institutions within the MUS and community colleges. BOR Forms can be found using the following link: https://mus.edu/che/arsa/Forms/AcademicForms.html
   - ☐ Re-titling an existing postsecondary educational program. Required Documents:
     - ☐ Academic Proposal Request Form
   - ☐ Terminating an existing postsecondary educational program.
     - ☐ Academic Proposal Request Form
     - ☐ Program Termination and Moratorium Form
   - ☐ Consolidating existing postsecondary educational programs
     or
   - ☐ Establishing a new minor where there is a major or an option in a major

or
- ☐ Revising a postsecondary educational program
  - ☐ Curriculum Proposal Form
  - ☐ Academic Proposal Request Form
- ☐ Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
  - ☐ Academic Proposal Request Form
- ☐ Other (for those that are considered in this level but otherwise not listed):

4. Level II *(must be approved by the VCAA and Chancellor prior to CRC submission)*:

Level II proposals require initial approval and comment by the Board of Regents through a Request to Plan prior to final review and approval by the Office of the Commissioner of Higher Education. These proposals entail more substantive additions to, alterations in, or termination of programs, structures, or administrative or academic entities typically characterized by the (a) addition, reassignment, or elimination or personnel, facilities, or courses of instruction; (b) rearrangement of budgets, cost centers, funding sources; and (c) changes which by implication could impact other MUS institutions and community colleges.

- ☐ Establishing a new postsecondary educational program

  or
- ☐ Permanent authorization for a temporary C.A.S. or A.A.S degree program
  - ☐ Academic Proposal Request Form
  - ☐ Curriculum Proposal
  - ☐ Completed Intent to Plan Form
  - ☐ Documents as listed under establishing a new course
- ☐ Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
  - ☐ Academic Proposal Request Form
  - ☐ **Documents as listed under establishing a new course**
- ☐ Forming, eliminating or consolidating an academic, administrative, or research unit
  - ☐ Academic Proposal Request Form
  - ☐ Curriculum or Center/Institute Proposal
  - ☐ Completed Request to Plan, except when eliminating or consolidating
  - ☐ **Documents as listed under establishing a new course**
- ☐ Re-titling an academic, administrative, or research unit Permanent authorization for a temporary C.A.S. or A.A.S degree program
  - ☐ Curriculum Proposal
  - ☐ Completed Intent to Plan Form

Protocol: The department requesting a curriculum change holds a discussion at the departmental level, and if agreed upon, the Department Chair, elevates the request to the Dean for approval. All changes to the catalog require CRC approval. **Directions found at the end of the document and can be delated before forwarding to the CRC. Complete sections**
Please indicate the type of request(s) by selecting *all that apply*:

☐ *Faculty Approvals (directly to CRC, then Faculty Senate):*
☐ *Campus Approvals Level I (must be approved by the VCAA prior to CRC submission):*
☐ *OCHE Approvals Level I (must be approved by the VCAA and Chancellor prior to CRC submission):*
☐ *OCHE Approvals Level II* Level II *(must be approved by the VCAA and Chancellor prior to CRC submission):*

1. Date 2/17/2021
2. Department   IT   **3. College HC**
4. Program Computer Networks & Cybersecurity   **5. CRC Rep. Ed Metesh**

6. Description of Request: List options for some General Education requirements
7. Current Course or Program Information: AAS Computer Networks & Cybersecurity
8. Proposed Change As appearing in the catalogue. A new course requires the course outcomes listed in this area.

Current: M 121 College Algebra
 	
Proposed: M 121 College Algebra (preferred)
          M 105 Contemporary Math
	Current: WRIT 121 Intro. To Technical Writing
	
	Proposed: WRIT 121 Intro. To Technical Writing (preferred)
	          WRIT 101 College Writing

Current: CSCI 102 Computational Thinking w/lab
 	
Proposed: CSCI 102 Computational Thinking w/lab
          (preferred)
          Social Science Elective	

9. Assessment Leading to Request: Transfers/Course subs
10. List of supporting documentation attached: See *Level of Request* for requirements.
11. Impacts:

☒ No impact to Library or
☐ _____consulted with _____from the library to ensure needed materials and media are available
☒ No anticipated impact to other programs or
☐ _____consulted with _____from _____and

APPROVALS

Date and Signature

Department Head		2/18/2021
Dean Approval	Karen VanHuuer	2/18/2021
Graduate Council		
CRC	*Theresa Stack*	3/3/2021
Faculty Senate		

Campus Approvals Level I (must be approved by the VCAA prior to CRC submission):
OCHE Approvals Level I & II (must be approved by the VCAA and Chancellor prior to CRC submission)

VCAA Approval

Chancellor Approval

Protocol: The department requesting a curriculum change holds a discussion at the departmental level, and if agreed upon, the Department Chair, elevates the request to the Dean for approval. All changes to the catalog require CRC approval.

Final changes are made by the registrar after faculty senate approval and BOR approval, as needed.
See workflow document
https://helpx.adobe.com/acrobat/how-to/convert-word-excel-paper-pdf-forms.html?set=acrobat--fundamentals--pdf-forms
Guidance can be found at: https://mus.edu/che/arsa/academicproposals.html

Submission Requirements: All Submissions (checked by CRC):
- ☐ Electronic Copy (with the exception of signatures- no handwritten items)
- ☐ Completed CRC Form, with all Signatures and Attachments based on level of request (see below)
- ☐ Naming Convention as determined by CRC

LEVEL of Request

Please indicate the type of request(s) by selecting *all that apply*:

1. *Faculty Approvals (directly to CRC, then Faculty Senate):*
   - ☐ Establish a <u>new course</u> for the catalog (please contact the Registrar of MUS CCN information) Required Documents:
     - ☐ Course Number
     - ☐ Course Outcomes
     - ☐ Course Description
     - ☐ Syllabus
     - ☐ Curriculum Worksheet
     - ☐ Pre-requisite or co-requisite
   - ☐ <u>Course Changes:</u> addition, deletion or change of title, credit, course number, pre-req, description, or cross listing. Required Documents:
     - ☐ Course Number
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     - ☐ Course Description
     - ☐ Syllabus
     - ☐ Pre-requisites or co-requisites
     - ☐ Existing Curriculum Worksheet
     - ☐ New Curriculum Worksheet, with changes highlighted
   - ■ <u>Amend an existing degree program.</u> Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor. Required Documents:
     - ☐ **Documents as listed under establishing a new course (as applicable)**
     - ■ Existing Curriculum Worksheet
     - ■ New Curriculum Worksheet, with changes highlighted
   - ☐ Other (for those that are considered in this level but otherwise not listed):
     _____

2. *Campus Approvals Level I (must be approved by the VCAA prior to CRC submission):*
   - ☐ Placing a postsecondary educational program into moratorium: Required Documents:
     - ☐ Program Termination and Moratorium Form
     - ☐ Academic Proposal Request Form
   - ☐ Withdrawing a postsecondary educational program from moratorium. Required Documents:
     - ☐ Academic Proposal Request Form

☐ Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more. Required Documents:
  ☐ Academic Proposal Request Form
  ☐ **Documents as listed under establishing a new course (see section 1)**
☐ Establishing a B.A.S./A.A./A.S. area of study. Required Documents:
  ☐ Academic Proposal Request Form
  ☐ **Documents as listed under establishing a new course (see section 1)**
☐ Offering an existing postsecondary educational program via distance or online delivery. Required Documents:
  ☐ Academic Proposal Request Form

3. OCHE Approvals Level I *(must be approved by the VCAA and Chancellor prior to CRC submission)*:
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    ☐ Academic Proposal Request Form
    ☐ Curriculum Proposal Form
    ☐ **Documents as listed under establishing a new course (see section 1)**
  ☐ Establishing a new minor where there is a major or an option in a major
    ☐ Academic Proposal Request Form
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  ☐ Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
    ☐ Academic Proposal Request Form
    ☐ **Documents as listed under establishing a new course (see section 1)**

4. Level II *(must be approved by the VCAA and Chancellor prior to CRC submission)*:
Level II proposals require initial approval and comment by the Board of Regents through a Request to Plan prior to final review and approval by the Office of the Commissioner of Higher Education. These proposals entail more substantive additions to, alterations in, or termination of programs, structures, or administrative or academic entities typically characterized by the (a) addition, reassignment, or elimination or personnel, facilities, or courses of instruction; (b) rearrangement of budgets, cost centers, funding sources; and (c) changes which by implication could impact other MUS institutions and community colleges.

  ☐ Establishing a new postsecondary educational program

- ☐ Request to Plan (RTP)
- ☐ Academic Proposal Request Form
- ☐ Curriculum Proposal
- ☐ Fiscal Analysis Form
- ☐ Completed Intent to Plan Form
- ☐ **Documents as listed under establishing a new course (see section 1)**

☐ Permanent authorization for a temporary C.A.S. or A.A.S degree program
- ☐ Academic Proposal Request Form
- ☐ C.A.S/A.A.S Curriculum Proposal
- ☐ Fiscal Analysis Form
- ☐ Completed Intent to Plan Form
- ☐ **Documents as listed under establishing a new course (see section 1)**

☐ Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
- ☐ Academic Proposal Request Form
- ☐ **Documents as listed under establishing a new course (see section 1)**

☐ Forming, eliminating or consolidating an academic, administrative, or research unit
- ☐ Academic Proposal Request Form
- ☐ Curriculum or Center/Institute Proposal
- ☐ Completed Request to Plan, except when eliminating or consolidating
- ☐ **Documents as listed under establishing a new course (see section 1)**

☐ Re-titling an academic, administrative, or research unit Permanent authorization for a temporary C.A.S. or A.A.S degree program

☐ Curriculum Proposal

☐ Completed Intent to Plan Form

MontanaTech *Curriculum Change Request Form Dated August 15, 2020*

Date 1/19/21

Dept. _____

Program Associate of Sciecne

College Highlands College

CRC Representative Linda Granger

Description of Request: _____

Update AS Curriculum in catalog by removing pathways and provide more flexibility in Gen Ed offerings and four-year program alignment.

Current Course or Program Information: _____

Current program curriculum catalog use of pathways is confusing and does not reflect current Gen Ed offerings and four-year program alignment.

Number (Assigned By CRC): _____

Proposed Change

Course # Name	Credits	Pre-req.
MT 1016 Tech Success OR Four-year Program Specific Seminar Course(s)	1/2	
WRIT 101 College Writing I OR WRIT 121 Intro to Technical Writing	3	
COMX 111 Intro to Public Speaking OR COMX 230 Presenting Technical Information OR WRIT 201 College Writing II	3	

This should include what will appear in the catalog, exactly. New course require course outcomes listed in this area.

List of supporting documentation attached (See Level of Request for Requirements):

Assessment Leading to Request

Time to completion and credit accumulation pre- and post-transfer.

Anticipated Impacts to "Other" Programs

Streamlines advising as students transition from the AS to their four-year degree. Students will still take the same courses, however, they may be taking them earlier in their program rather than waiting until their Junior year (i.e, the freshmen seminar courses).

Impact on Library: Michelle Morley _____ has consulted with Scott Juskiewicz _____ at the Montana Tech library to ensure needed materials and media are available. (Or No consultation is required since changes are only in the course number, course name, or course pre-requisites.)

Date to take effect (note that the earliest date is the next calendar year): Fall 2021 _____

Montana Tech

APPROVALS

Department Head Approval

Date 2/10/21

Dean Approval

Date 2/11/21

Karen Van Daniel

Graduate Council Approval

Date _____

CRC Approval

Date _____

3/8/2021

Theresa Stack

Faculty Senate Approval

Date _____

VCAA Approval (see below)

Date _____

Chancellor Approval (see below)

Date _____

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM XXX-XXXXX

<ins>**ITEM TITLE**</ins>

Institution: **Highlands College of Montana Technological University**

CIP Code: _____

Program/Center/Institute Title: **Associate of Science**

Includes (please specify below):   Face-to-face Offering: __X__   Online Offering: __X__   Blended Offering: __X__

Options: _____

Proposal Summary [360 words maximum]

What: Catalog update: remove Pathway Options and change program to BS Program Electives

Why: Provides clarification; outlines the General Education requirements; and allows easier alignment with the BS programs. Students can complete their General Educations courses as well as program specific courses as they are required within a specific four-year degree programs. In the previous AS program pathways, students were taking courses that were not specifically required for their four-year degrees (aside from pre-requisite Math and Writing) which was for some students increasing cost and time to completion.

Resources:

ATTACHMENTS
Attachments

Please mark the appropriate type of request and submit with 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 http://mus.edu/che/arsa/academicproposals.asp.

_____ **A. Level I:**

Campus Approvals

_____ **1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)

_____ **1b. Withdrawing a postsecondary educational program from moratorium**

_____ **2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

_____ **3. Establishing a B.A.S./A.A./A.S. area of study**

_____ **4. Offering an existing postsecondary educational program via distance or online delivery**

OCHE Approvals

_____ **5. Re-titling an existing postsecondary educational program**

_____ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)

_____ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

_____ **8. Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

X _____ **9. Revising a postsecondary educational program** (Curriculum Proposal Form)

_____ **10. Establishing a temporary C.A.S. or A.A.S. degree program** _Approval limited to 2 years_

_____ **B. Level II:**

_____ **1. Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Request to Plan Form)

_____ **2. Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Request to Plan Form)

3. Exceeding the 120-credit maximum for baccalaureate degrees _Exception to policy 301.11_

_____ **4. Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and completed Request to Plan, except when eliminating or consolidating)

_____ **5. Re-titling an academic, administrative, or research unit**

Student ID:	Catalog: 2020-2021 Catalog
Student Name:	Program: Associate of Science, A.S.
Adviser Name:	Minimum Credits Required:

Associate of Science, A.S.

The Associate of Science is a transfer program with achievement indicating the student has successfully completed a course of study including pre-requisite courses equivalent to the first two years of a bachelor's degree. The Associate of Science does not include a major or a minor, instead, students complete a 20-24 credit program of study pathway leading in most instances to transfer to a STEM related Bachelor Degree. Through the utilization of enhanced advising practice, the Associate of Science will advise, retain, and facilitate student transfer from Highlands College to related degree programs at Montana Tech or other Baccalaureate granting institutions across Montana.

Objective 1: Prepare students for entry into STEM (Science, Technology, Engineering and Mathematics), Healthcare, other non-STEM related fields or appropriate Applied Science degrees through completion of all developmental, and prerequisite coursework leading to early transfer.

Objective 2: Graduate students with 60 credits of rigorous 100 & 200 level coursework while maximizing credits awarded by combining general education and program specific pathway courses leading to an Associate of Science degree.

General Education Core (30-32 credits)

Mathematics Core (6 credits)

Course Name	Credits	Term Taken	Grade	Gen Ed
M 105 - Contemporary Math	3 credits			
M 121 - College Algebra	3 credits			
M 141 - Math for Business and Social Sciences I	3 credits			
M 142 - Math for Business and Social Sciences II	3 credits			
M 151 - Precalculus	4 credits			
M 171 - Calculus I	3 credits			
M 172 - Calculus II	3 credits			
STAT 131 - Introduction to Biostatistics	3 credits			
STAT 216 - Introduction to Statistics	3 credits			

Physical & Life Sciences Core (6-7 credits MUST INCLUDE 1 LAB)

Course Name	Credits	Term Taken	Grade	Gen Ed
BIOB 101 - Discover Biology	3 credits			
BIOB 102 - Discover Biology Lab	1 credit			
BIOB 160 - Principles of Living Systems	3 credits			
BIOB 161 - Principles of Living Systems Lab	1 credit			
BIOE 185 - Environmental & Ecological Issues	3 credits			
BIOH 201/202 - Anatomy & Physiology I	4 credits			
BIOH 211/212 - Anatomy & Physiology II	4 credits			
BIOM 260 - General Microbiolgy	3 credits			
CHMY 121 - Introduction to General Chemistry	3 credits			
CHMY 122 - Introduction to General Chemistry Lab	1 credit			
CHMY 123 - Introduction to Organic & Biochemistry	3 credits			
CHMY 141 - College Chemistry I	3 credits			
CHMY 142 - College Chemistry Laboratory I	1 credit			
CHMY 143 - College Chemistry II	3 credits			
CHMY 144 - College Chemistry Laboratory II	1 credit			
GEO 101 - Introduction to Physical Geology	3 credits			
GEO 209 - Introduction To Field Geology	1 credit			
PHSX 121 - Fundamentals of Physics I	4 credits			
PHSX 123 - Fundamentals of Physics II	4 credits			
PHSX 234 - General Physics-Mechanics	3 credits			
PHSX 235 - General Physics-Heat, Sound & Optics	3 credits			

Social Sciences Core (6 credits)

Course Name	Credits	Term Taken	Grade	Gen Ed
ANTY 101 - Anthropology & the Human Experience	3 credits			
ECNS 201 - Principles of Microeconomics	3 credits			

Course Name	Credits	Term Taken	Grade	Gen Ed
ECNS 202 - Principles of Macroeconomics	3 credits			
ECNS 203 - Principles of Micro and Macro	3 credits			
GPHY 121 - Human Geography	3 credits			
PHL 233 - Intro to Logic: Deduction	3 credits			
PSCI 101 - Introduction To Political Science	3 credits			
PSCI 210 - Introduction to American Government	3 credits			
PSCI 260 - Introduction to State and Local Government	3 credits			
PSYX 100 - Introduction to Psychology	3 credits			
PSYX 230 - Developmental Psychology	3 credits			
PSYX 272 - Educational Psychology	3 credits			
SOCI 101 - Introduction to Sociology	3 credits			
SOCI 201 - Social Problems	3 credits			

Humanities/Fine Arts Core (6 credits)

Course Name	Credits	Term Taken	Grade	Gen Ed
FRCH 101 - Elementary French I	5 credits			
FRCH 102 - Elementary French II	5 credits			
GRMN 101 - Elementary German I	3 credits			
GRMN 102 - Elementary German II	3 credits			
HSTA 101 - American History I	3 credits			
HSTA 102 - American History II	3 credits			
HSTA 255 - Montana History	3 credits			
HSTR 101 - Western Civilization I	3 credits			
HSTR 102 - Western Civilization II	3 credits			
HSTR 201 - The 20th Century World I	3 credits			
HSTR 202 - The 20th Century World II	3 credits			
LIT 112 - Introduction To Fiction	3 credits			
LIT 126 - Introduction to Poetry and Drama	3 credits			
LIT 210 - American Literature I	3 credits			
LIT 211 - American Literature II	3 credits			
LIT 223 - British Literature I	3 credits			
LIT 224 - British Literature II	3 credits			
LIT 231 - Ancient to Ren World Literature	3 credits			
LIT 232 - Modern World Literature	3 credits			
MUSI 101 - Enjoyment of Music	3 credits			
MUSI 108 - Orchestra: TECH Symphony	1 credit			
MUSI 112 - Choir: Tech	1 credit			
MUSI 114 - Band: Tech	1 credit			
PHL 101 - Reason & Reality: Introduction to Philosophy	3 credits			
PHL 110 - Problems of Good & Evil: Introduction to Ethics	3 credits			
SPNS 101 - Elementary Spanish I	3 credits			
SPNS 102 - Elementary Spanish II	3 credits			

Communication Core (6 credits)

Course Name	Credits	Term Taken	Grade	Gen Ed
WRIT 101 - College Writing I	3 credits			
And one of the following:				
COMX 111 - Introduction to Public Speaking	3 credits			
COMX 211 - Advanced Public Speaking	3 credits			
COMX 230 - Presenting Technical Information	3 credits			
WRIT 201 - College Writing II	3 credits			

Additional Required Courses (5 credits)

Course Name	Credits	Term Taken	Grade	Gen Ed
CAPP 131 - Basic MS Office	3 credits			
MT 1016 - College Success	2 credits			

General Transfer Pathways (25 credits)

Recommended AS elective pathways additional 25 credits (or as approved by Advisor)*.

Courses taken to fulfill one specific requirement, including courses in the Elective block, may not be used to fulfill another specific requirement, thus, a course taken to fulfill a Physical & Life Science in the General Education Core may not be used as an Elective.

Healthcare Pathway

Course Name	Credits	Term Taken	Grade	Gen Ed
BIOH 201/202 - Anatomy & Physiology I	4 credits			
BIOH 211/212 - Anatomy & Physiology II	4 credits			
M 151 - Precalculus	4 credits			
ECP 120 - Emergency Medical Responder	3 credits			
BIOB 160 - Principles of Living Systems	3 credits			
NUTR 258 - Fundamentals of Nutrition	2 credits			
STAT 216 - Introduction to Statistics	3 credits			
ECNS 202 - Principles of Macroeconomics	3 credits			
ECNS 203 - Principles of Micro and Macro	3 credits			
SOCI 101 - Introduction to Sociology	3 credits			
WRIT 201 - College Writing II	3 credits			

Engineering & Science Pathway

Course Name	Credits	Term Taken	Grade	Gen Ed
WRIT 201 - College Writing II	3 credits			
BIOB 101 - Discover Biology	3 credits			
BIOB 160 - Principles of Living Systems	3 credits			
STAT 131 - Introduction to Biostatistics	3 credits			
STAT 216 - Introduction to Statistics	3 credits			
FESP 121 - Application & Problem Solving	3 credits			
CAPP 156 - MS Excel	3 credits			
CAPP 158 - MS Access	3 credits			
GEOP 101 - Intro To Geophysics I	1 credit			
GEO 101 - Introduction to Physical Geology	3 credits			
CSCI 117 - Programming with Matlab	3 credits			

Business Pathway

Course Name	Credits	Term Taken	Grade	Gen Ed
ACTG 101 - Accounting Procedures I	3 credits			
ACTG 201 - Principles of Financial Accounting	3 credits			
ACTG 202 - Principles of Mangerial Accounting	3 credits			
BGEN 105 - Introduction To Business	3 credits			
CAPP 156 - MS Excel	3 credits			
CAPP 158 - MS Access	3 credits			
ECNS 201 - Principles of Microeconomics	3 credits			
ECNS 202 - Principles of Macroeconomics	3 credits			
M 141 - Math for Business and Social Sciences I	3 credits			
M 142 - Math for Business and Social Sciences II	3 credits			

Approved Electives

*Approved electives do not include any 0xxx courses such as M 065 , M 090 , M 095 , EGEN 100 , etc. Also, HPER credits (including ACT, ACTV, COA, ECP, and REC credits) are limited to 4 credits except for First Responder.

Notes:

MontanaTech

Associate of Science

Effective 2021-2022

First (Freshman) Year

Fall Semester Courses			Grade / Term	Spring Semester Courses			Grade / Term
M 1xx	Mathematics Core[1,2]	3	/	P&L Sci 1xx	Physical & Life Science[2]	3	/
P&L Sci 1xx	Physical & Life Science[2]	3	/		Physical & Life Science Lab[2]	1	/
	Physical & Life Science Lab[2]	1	/	HUMN 1xx or 2xx	Humanities Core[3]	3	/
HUMN 1xx or 2xx	Humanities Elective[3]	3	/	SS 1xx or 2xx	Social Science Core[3]	3	/
SS 1xx or 2xx	Social Science Elective[3]	3	/	COMX 111 OR	Intro to Public Speaking		
WRIT 101 OR	College Writing I			COMX 230 OR	Presenting Technical Info		
WRIT 121	Intro to Technical Writing	3	/	WRIT 201	College Writing II	3	/
		15/16		M 1xx OR	Mathematics Core[1,2]		
				STAT	Statistics Course[1,2]	3	/
						15/16	

Completion of Montana Tech and MUS General Education Core[4]

Second (Sophomore) Year

Fall Semester Courses		Grade / Term	Spring Semester Courses		Grade / Term
___ ___	PROGRAM SEMINAR[7]	2 /	___ ___	BS PROGRAM ELECTIVE [5,6]	3 /
___ ___	BS PROGRAM ELECTIVE [5,6]	3 /	___ ___	BS PROGRAM ELECTIVE [5,6]	3 /
___ ___	BS PROGRAM ELECTIVE [5,6]	3 /	___ ___	BS PROGRAM ELECTIVE [5,6]	3 /
___ ___	BS PROGRAM ELECTIVE [5,6]	3 /	___ ___	BS PROGRAM ELECTIVE [5,6]	3 /
___ ___	BS PROGRAM ELECTIVE [5,6]	3 /	___ ___	BS PROGRAM ELECTIVE [5,6]	3 /
		14			15

Minimum Credits for Associate of Science A.S.   60

[1] Students MUST register for math as indicated by college entrance or Accuplacer exams and follow the required sequence. This may increase the total degree credits.

[2] Physical & Life Science 1 course with lab required. Choose appropriate courses that will count towards BS in chosen field (Engineering, Biology, Nursing, Business, etc). See program in catalog or work with

[3] See General Education Requirements for acceptable courses.

[4] Upon completion of the 31 credits required in the core, students are eligible to receive a Certificate in General Studies from Highlands College/Montana Tech. The Certificate recognizes the completion of the core and is approved by the Montana University System Board of Regents. Students may use the Certificate to demonstrate completion of the core when transferring within the MUS or as a milestone to earning an Associate of Arts or Associate of Science degree at Highlands College/Montana Tech.

[5] 1xx and 2xx level coursework in any discipline within an identified Bachelor's Degree Program

[6] Approved electives do not include any 0xxx courses such as M 065. Also, HPER credits (including ACT, ACTV credits) are limited to 4 credits.

[7] Students MUST take MT 1016 or their program specific seminar course.

Additional Classes

				/
___ ___	_____	___	___	/
___ ___	_____	___	___	/
___ ___	_____	___	___	/

UPDATED 9/19/18

Protocol: The department requesting a curriculum change holds a discussion at the departmental level, and if agreed upon, the Department Chair, elevates the request to the Dean for approval. All changes to the catalog require CRC approval.

Final changes are made by the registrar after faculty senate approval and BOR approval, as needed.
See workflow document
https://helpx.adobe.com/acrobat/how-to/convert-word-excel-paper-pdf-forms.html?set=acrobat--fundamentals--pdf-forms
Guidance can be found at: https://mus.edu/che/arsa/academicproposals.html

Submission Requirements: All Submissions (checked by CRC):
- ☐ Electronic Copy (with the exception of signatures- no handwritten items)
- ☐ Completed CRC Form, with all Signatures and Attachments based on level of request (see below)
- ☐ Naming Convention as determined by CRC

LEVEL of Request

Please indicate the type of request(s) by selecting *all that apply*:

1. *Faculty Approvals (directly to CRC, then Faculty Senate):*
   - ☐ Establish a <u>new course</u> for the catalog (please contact the Registrar of MUS CCN information) Required Documents:
     - ☐ Course Number
     - ☐ Course Outcomes
     - ☐ Course Description
     - ☐ Syllabus
     - ☐ Curriculum Worksheet
     - ☐ Pre-requisite or co-requisite
   - ☒ <u>Course Changes:</u> addition, deletion or change of title, credit, course number, pre-req, description, or cross listing. Required Documents:
     - ☒ Course Number
     - ☐ Course Outcomes
     - ☐ Course Description
     - ☐ Syllabus
     - ☐ Pre-requisites or co-requisites
     - ☐ Existing Curriculum Worksheet
     - ☐ New Curriculum Worksheet, with changes highlighted
   - ☐ <u>Amend an existing degree program.</u> Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor. Required Documents:
     - ☐ **Documents as listed under establishing a new course (as applicable)**
     - ☐ Existing Curriculum Worksheet
     - ☐ New Curriculum Worksheet, with changes highlighted
   - ☐ Other (for those that are considered in this level but otherwise not listed):
     _____

2. *Campus Approvals Level I (must be approved by the VCAA prior to CRC submission):*
   - ☐ Placing a postsecondary educational program into moratorium: Required Documents:
     - ☐ Program Termination and Moratorium Form
     - ☐ Academic Proposal Request Form
   - ☐ Withdrawing a postsecondary educational program from moratorium. Required Documents:
     - ☐ Academic Proposal Request Form

☐ Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more. Required Documents:
- ☐ Academic Proposal Request Form
- ☐ **Documents as listed under establishing a new course (see section 1)**

☐ Establishing a B.A.S./A.A./A.S. area of study. Required Documents:
- ☐ Academic Proposal Request Form
- ☐ **Documents as listed under establishing a new course (see section 1)**

☐ Offering an existing postsecondary educational program via distance or online delivery. Required Documents:
- ☐ Academic Proposal Request Form

☐ Other (for those that are considered in this level but otherwise not listed):

_____

- ☐ Academic Proposal Request Form

3. OCHE Approvals Level I *(must be approved by the VCAA and Chancellor prior to CRC submission)*: Level I items are those requests for which the Board of Regents has fully designated approval authority to the institution or Commissioner of Higher Education. These requests are to be submitted for notification to or approval by Commissioner as Level I proposals. Level I proposals may be submitted to OCHE at any time by the flagship campuses or community colleges and will be processed on a rolling monthly schedule. The approval of such proposals will be conveyed to the Board of Regents at the next meeting of the board. Level I proposals include campus initiatives typically characterized by minimal costs, clear adherence to approved campus mission, and the absence of significant programmatic impact on other institutions within the MUS and community colleges. BOR Forms can be found using the following link: https://mus.edu/che/arsa/Forms/AcademicForms.html

☐ Re-titling an existing postsecondary educational program. Required Documents:
- ☐ Academic Proposal Request Form

☐ Terminating an existing postsecondary educational program.
- ☐ Academic Proposal Request Form
- ☐ Program Termination and Moratorium Form

☐ Consolidating existing postsecondary educational programs
- ☐ Academic Proposal Request Form
- ☐ Curriculum Proposal Form
- ☐ **Documents as listed under establishing a new course (see section 1)**

☐ Establishing a new minor where there is a major or an option in a major
- ☐ Academic Proposal Request Form
- ☐ Curriculum Proposal Form
- ☐ **Documents as listed under establishing a new course (see section 1)**

☐ Revising a postsecondary educational program
- ☐ Curriculum Proposal Form
- ☐ Academic Proposal Request Form

☐ Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
- ☐ Academic Proposal Request Form
- ☐ **Documents as listed under establishing a new course (see section 1)**

☐ Other (for those that are considered in this level but otherwise not listed):

_____

☐ Academic Proposal Request Form

4. Level II *(must be approved by the VCAA and Chancellor prior to CRC submission)*:
Level II proposals require initial approval and comment by the Board of Regents through a Request to Plan prior to final review and approval by the Office of the Commissioner of Higher Education. These proposals entail more substantive additions to, alterations in, or termination of programs, structures, or administrative or academic entities typically characterized by the (a) addition, reassignment, or elimination or personnel, facilities, or courses of instruction; (b) rearrangement of budgets, cost centers, funding sources; and (c) changes which by implication could impact other MUS institutions and community colleges.

☐ Establishing a new postsecondary educational program
    ☐ Academic Proposal Request Form
    ☐ Curriculum Proposal
    ☐ Completed Intent to Plan Form
    ☐ **Documents as listed under establishing a new course (see section 1)**
☐ Permanent authorization for a temporary C.A.S. or A.A.S degree program
    ☐ Academic Proposal Request Form
    ☐ Curriculum Proposal
    ☐ Completed Intent to Plan Form
    ☐ **Documents as listed under establishing a new course (see section 1)**
☐ Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
    ☐ Academic Proposal Request Form
    ☐ **Documents as listed under establishing a new course (see section 1)**
☐ Forming, eliminating or consolidating an academic, administrative, or research unit
    ☐ Academic Proposal Request Form
    ☐ Curriculum or Center/Institute Proposal
    ☐ Completed Request to Plan, except when eliminating or consolidating
    ☐ **Documents as listed under establishing a new course (see section 1)**
☐ Re-titling an academic, administrative, or research unit Permanent authorization for a temporary C.A.S. or A.A.S degree program
☐ Curriculum Proposal
☐ Completed Intent to Plan Form

MontanaTech

Date 1/15/2021

Dept. _____   **College**   **CLSPS**

Program Cybersecurity& Network Administration   **CRC Representative Ed Metesh**

Description of Request: Change Course Numbers to match MUS CCN Course Numbers

Current Course or Program Information: IT 0117 Web Site Development and IT 0250 Interactive Web Pages

Number (Assigned By CRC): _____

Proposed Change

Course # Name	Credits	Pre-req.
Change IT 0117 Web Site Development 3cr to MART 145 Web Design 3cr		
Change IT 0250 Interactive Web Pages 3cr to MART 231 Interactive Web I 3cr		
Our current outcomes, for both courses, cover at least 80% of the outcomes listed at the MUS CCN site		

This should include what will appear in the catalog, exactly. New course require course outcomes listed in this area.

List of supporting documentation attached (See Level of Request for Requirements):

Assessment Leading to Request

IT prefix removed from MUS CCN site

Anticipated Impacts to "Other" Programs
None

Impact on Library: _No consultation is required since changes are only in the course number, course name, or course pre-requisites.)

Date to take effect: ____Fall 2021 – Next Catalog_____

MontanaTech

APPROVALS

Department Head Approval

Date _1/15/2021_

Dean Approval

Date _1/28/2021_

Graduate Council Approval

Date _____

CRC Approval

Date _____

Theresa Stack   3/8/2021

Faculty Senate Approval

Date _____

VCAA Approval (see below)

Date _____

Chancellor Approval (see below)

Date _____

Guidance: Final changes are made by the registrar after faculty senate approval and BOR approval, as needed.
See workflow document
https://helpx.adobe.com/acrobat/how-to/convert-word-excel-paper-pdf-forms.html?set=acrobat--fundamentals--pdf-forms
Guidance can be found at: https://mus.edu/che/arsa/academicproposals.html

Submission Requirements: All Submissions (checked by CRC):
- ☐ Electronic Copy (with the exception of signatures- no handwritten items)
- ☐ Completed CRC Form, with all Signatures and Attachments based on level of request (see below)

<mark>Level of Request Requirements</mark>

Please indicate the type of request(s) by selecting *all that apply*:

1. **Faculty Approvals** *(directly to CRC, then Faculty Senate):*
   - ☐ Establish a <u>new course</u> for the catalog (please contact the Registrar of MUS CCN information)
     Or
   - ☐ <u>Course Changes:</u> addition, deletion or change of title, credit, course number, pre-req, description, or cross listing. Course Number
     - ☐ Course Description
     - ☐ Syllabus with Course Outcomes
     - ☐ Pre-requisites or co-requisites
   - ☐ <u>Amend an existing degree program.</u> Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor.
     - ☐ **Documents as listed under establishing a new course**
     - ☐ Existing Curriculum Worksheet
     - ☐ New Curriculum Worksheet, with changes highlighted
   - <mark>☑ Other (for those that are considered in this level but otherwise not listed): **Remove a course from the catalog**</mark>

2. **Campus Approvals Level I** *(must be approved by the VCAA prior to CRC submission):*
   - ☐ Placing a postsecondary educational program into moratorium:
     - ☐ Program Termination and Moratorium Form
     - ☐ Academic Proposal Request Form
   - ☐ Withdrawing a postsecondary educational program from moratorium.
     - ☐ Academic Proposal Request Form
   - ☐ Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more.
     or
   - ☐ Establishing a B.A.S./A.A./A.S. area of study. Required Documents:
     - ☐ Academic Proposal Request Form
     - ☐ **Documents as listed under establishing a new course**
   - ☐ Offering an existing postsecondary educational program via distance or online delivery. Required Documents:
     - ☐ Academic Proposal Request Form
   - ☐ Other (for those that are considered in this level but otherwise not listed):
     - ☐ Academic Proposal Request Form

3. **OCHE Approvals Level I** *(must be approved by the VCAA and Chancellor prior to CRC submission):*
   Level I items are those requests for which the Board of Regents has fully designated approval authority to the institution or Commissioner of Higher Education. These requests are to be submitted for notification to or approval by Commissioner as Level I proposals. Level I proposals may be submitted to OCHE at any time by the flagship campuses or community colleges and will be processed on a rolling monthly schedule. The approval of such proposals will be conveyed to the Board of Regents at the next meeting of the board. Level I proposals include campus initiatives typically characterized by minimal costs, clear adherence to approved campus mission, and the absence of significant programmatic impact on other institutions within the MUS and community colleges. BOR Forms can be found using the following link: https://mus.edu/che/arsa/Forms/AcademicForms.html
   - ☐ Re-titling an existing postsecondary educational program. Required Documents:
     - ☐ Academic Proposal Request Form
   - ☐ Terminating an existing postsecondary educational program.
     - ☐ Academic Proposal Request Form
     - ☐ Program Termination and Moratorium Form
   - ☐ Consolidating existing postsecondary educational programs
     or
   - ☐ Establishing a new minor where there is a major or an option in a major

or
- ☐ Revising a postsecondary educational program
    - ☐ Curriculum Proposal Form
    - ☐ Academic Proposal Request Form
- ☐ Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
    - ☐ Academic Proposal Request Form
- ☐ Other (for those that are considered in this level but otherwise not listed):

4. Level II *(must be approved by the VCAA and Chancellor prior to CRC submission)*:

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- ☐ Establishing a new postsecondary educational program

    or
- ☐ Permanent authorization for a temporary C.A.S. or A.A.S degree program
    - ☐ Academic Proposal Request Form
    - ☐ Curriculum Proposal
    - ☐ Completed Intent to Plan Form
    - ☐ Documents as listed under establishing a new course
- ☐ Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
    - ☐ Academic Proposal Request Form
    - ☐ **Documents as listed under establishing a new course**
- ☐ Forming, eliminating or consolidating an academic, administrative, or research unit
    - ☐ Academic Proposal Request Form
    - ☐ Curriculum or Center/Institute Proposal
    - ☐ Completed Request to Plan, except when eliminating or consolidating
    - ☐ **Documents as listed under establishing a new course**
- ☐ Re-titling an academic, administrative, or research unit Permanent authorization for a temporary C.A.S. or A.A.S degree program
    - ☐ Curriculum Proposal
    - ☐ Completed Intent to Plan Form

Protocol: The department requesting a curriculum change holds a discussion at the departmental level, and if agreed upon, the Department Chair, elevates the request to the Dean for approval. All changes to the catalog require CRC approval. **Directions found at the end of the document and can be deleted before forwarding to the CRC. Complete sections**
Please indicate the type of request(s) by selecting *all that apply*:

☑ *Faculty Approvals (directly to CRC, then Faculty Senate):*
☐ *Campus Approvals Level I (must be approved by the VCAA <u>prior</u> to CRC submission):*
☐ *OCHE Approvals Level I (must be approved by the VCAA and Chancellor prior to CRC submission):*
☐ *OCHE Approvals Level II Level II (must be approved by the VCAA and Chancellor prior to CRC submission):*

1. Date February 10, 2021
2. Department Interdisciplinary Arts & Sciences (IAS)   **3. College** CLSPS
4. Program IAS   **5. CRC Rep.** Dawn Atkinson

6. Description of Request: List options for some General Education requirements
Remove HSTR 101H Western Civilization I – Honors from the catalog.

7. Current Course or Program Information: HSTR 101H Western Civilization I – Honors

8. Proposed Change As appearing in the catalogue. A new course requires the course outcomes listed in this area.
Course #Name: HSTR 101H Western Civilization I – Honors   **Credits:** 3

Pre-req: None

Description: HSTR 101H - Western Civilization I - Honors
3 credits (Hrs: 3 Lec.)
Honors course. A comprehensive introductory history of western civilization from prehistoric times to the sixteenth century. Studies developments in the fields of political thought, economics, science, philosophy, and religion. Serves as an introduction to the humanities and the social sciences.
Course generally offered both semesters.

Course Outcomes: (if required) HSTR 101H is an existing course.

9. Assessment Leading to Request: As a result of changes to the honors program, HSTR 101H has not been offered for a number of years. The revamped Honors Program requires a seminar but no other honors-designated coursework.

10. List of supporting documentation attached: See *Level of Request* for requirements.
11. Impacts:
☑ No impact to Library or
☐ _____consulted with _____from the library to ensure needed materials and media are available
☐ No anticipated impact to other programs or
☐ _____consulted with _____from _____and

APPROVALS   Date and Signature

Department Head

Dawn Atkinson   *Dawn Atkinson* 2/16/2021

Dean Approval

Warren VanDamen   2/22/2021

Graduate Council

CRC   3/8/2021
Theresa Stack

Faculty Senate

Campus Approvals Level I (must be approved by the VCAA prior to CRC submission):
OCHE Approvals Level I & II (must be approved by the VCAA and Chancellor prior to CRC submission)

VCAA Approval

Chancellor Approval

Protocol: The department requesting a curriculum change holds a discussion at the departmental level, and if agreed upon, the Department Chair, elevates the request to the Dean for approval. All changes to the catalog require CRC approval. **Directions found at the end of the document and can be deleted before forwarding to the CRC. Complete sections**
Please indicate the type of request(s) by selecting *all that apply*:
☑ *Faculty Approvals (directly to CRC, then Faculty Senate):*
☐ *Campus Approvals Level I (must be approved by the VCAA prior to CRC submission):*
☐ *OCHE Approvals Level I (must be approved by the VCAA and Chancellor prior to CRC submission):*
☐ *OCHE Approvals Level II Level II (must be approved by the VCAA and Chancellor prior to CRC submission):*

1. Date February 10, 2021
2. Department Interdisciplinary Arts & Sciences (IAS)   **3. College** CLSPS
4. Program IAS   **5. CRC Rep.** Dawn Atkinson

6. Description of Request: List options for some General Education requirements
Change the prerequisite for JRNL 272 News Writing and Reporting from "WRIT 101 or Consent of Instructor" to "WRIT 101 or WRIT 121."

7. Current Course or Program Information: JRNL 272 News Writing and Reporting

8. Proposed Change As appearing in the catalogue. A new course requires the course outcomes listed in this area.
Course #Name: JRNL 272 News Writing and Reporting   **Credits:** 3

Pre-req: Change the prerequisite for JRNL 272 News Writing and Reporting from "WRIT 101 or Consent of Instructor" to "WRIT 101 or WRIT 121."

Description: JRNL 272 News Writing and Reporting
3 credits (Hrs: 3 Lec.)
Develops basic newswriting techniques through frequent writing. Emphasis is placed on the development of skills needed to gather and disseminate information to mass audiences in an electronic age.
Prerequisite(s): WRIT 101 or Consent of Instructor. Satisfies Communication core. Course generally offered 2nd semester.

Course Outcomes: (if required) JRNL 272 is an existing course.

9. Assessment Leading to Request: WRIT 101 and WRIT 121 are equivalent in level, so either course is an appropriate prerequisite for JRNL 272.

10. List of supporting documentation attached: See *Level of Request* for requirements.
11. Impacts:
☑ No impact to Library or
☐ _____consulted with _____from the library to ensure needed materials and media are available
☐ No anticipated impact to other programs or
☐ _____consulted with _____from _____and

APPROVALS	Date and Signature
Department Head Dawn Atkinson	Dawn Atkinson 2/16/2021
Dean Approval Karen VanDaveer	2/18/2021
Graduate Council	

CRC 3/8/2021	*Theresa Stack*

Faculty Senate

Campus Approvals Level I (must be approved by the VCAA prior to CRC submission):
OCHE Approvals Level I & II (must be approved by the VCAA and Chancellor prior to CRC submission)

VCAA Approval

Chancellor Approval

Guidance: Final changes are made by the registrar after faculty senate approval and BOR approval, as needed.
See workflow document
https://helpx.adobe.com/acrobat/how-to/convert-word-excel-paper-pdf-forms.html?set=acrobat--fundamentals--pdf-forms
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- ☐ Completed CRC Form, with all Signatures and Attachments based on level of request (see below)

<mark>Level of Request Requirements</mark>

Please indicate the type of request(s) by selecting *all that apply*:
1. **Faculty Approvals** *(directly to CRC, then Faculty Senate):*
   - ☐ Establish a <u>new course</u> for the catalog (please contact the Registrar of MUS CCN information)
     Or
   - ☐ <u>Course Changes:</u> addition, deletion or change of title, credit, course number, pre-req, description, or cross listing. Course Number
     - ☐ Course Description
     - ☐ Syllabus with Course Outcomes
     - ☐ Pre-requisites or co-requisites
   - ☐ <u>Amend an existing degree program.</u> Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor.
     - ☐ **Documents as listed under establishing a new course**
     - ☐ Existing Curriculum Worksheet
     - ☐ New Curriculum Worksheet, with changes highlighted
   - ☑ <mark>Other (for those that are considered in this level but otherwise not listed): **Remove a course from the catalog**</mark>
2. **Campus Approvals Level I** *(must be approved by the VCAA prior to CRC submission):*
   - ☐ Placing a postsecondary educational program into moratorium:
     - ☐ Program Termination and Moratorium Form
     - ☐ Academic Proposal Request Form
   - ☐ Withdrawing a postsecondary educational program from moratorium.
     - ☐ Academic Proposal Request Form
   - ☐ Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more.
     or
   - ☐ Establishing a B.A.S./A.A./A.S. area of study. Required Documents:
     - ☐ Academic Proposal Request Form
     - ☐ **Documents as listed under establishing a new course**
   - ☐ Offering an existing postsecondary educational program via distance or online delivery. Required Documents:
     - ☐ Academic Proposal Request Form
   - ☐ Other (for those that are considered in this level but otherwise not listed):
     - ☐ Academic Proposal Request Form
3. **OCHE Approvals Level I** *(must be approved by the VCAA and Chancellor prior to CRC submission):*
Level I items are those requests for which the Board of Regents has fully designated approval authority to the institution or Commissioner of Higher Education. These requests are to be submitted for notification to or approval by Commissioner as Level I proposals. Level I proposals may be submitted to OCHE at any time by the flagship campuses or community colleges and will be processed on a rolling monthly schedule. The approval of such proposals will be conveyed to the Board of Regents at the next meeting of the board. Level I proposals include campus initiatives typically characterized by minimal costs, clear adherence to approved campus mission, and the absence of significant programmatic impact on other institutions within the MUS and community colleges. BOR Forms can be found using the following link: https://mus.edu/che/arsa/Forms/AcademicForms.html
   - ☐ Re-titling an existing postsecondary educational program. Required Documents:
     - ☐ Academic Proposal Request Form
   - ☐ Terminating an existing postsecondary educational program.
     - ☐ Academic Proposal Request Form
     - ☐ Program Termination and Moratorium Form
   - ☐ Consolidating existing postsecondary educational programs
     or
   - ☐ Establishing a new minor where there is a major or an option in a major

or
- ☐ Revising a postsecondary educational program
    - ☐ Curriculum Proposal Form
    - ☐ Academic Proposal Request Form
- ☐ Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
    - ☐ Academic Proposal Request Form
- ☐ Other (for those that are considered in this level but otherwise not listed):

4. Level II *(must be approved by the VCAA and Chancellor prior to CRC submission)*:

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- ☐ Establishing a new postsecondary educational program
    or
- ☐ Permanent authorization for a temporary C.A.S. or A.A.S degree program
    - ☐ Academic Proposal Request Form
    - ☐ Curriculum Proposal
    - ☐ Completed Intent to Plan Form
    - ☐ Documents as listed under establishing a new course
- ☐ Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
    - ☐ Academic Proposal Request Form
    - ☐ **Documents as listed under establishing a new course**
- ☐ Forming, eliminating or consolidating an academic, administrative, or research unit
    - ☐ Academic Proposal Request Form
    - ☐ Curriculum or Center/Institute Proposal
    - ☐ Completed Request to Plan, except when eliminating or consolidating
    - ☐ **Documents as listed under establishing a new course**
- ☐ Re-titling an academic, administrative, or research unit Permanent authorization for a temporary C.A.S. or A.A.S degree program
    - ☐ Curriculum Proposal
    - ☐ Completed Intent to Plan Form

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Please indicate the type of request(s) by selecting *all that apply*:

- ☑ *Faculty Approvals (directly to CRC, then Faculty Senate):*
- ☐ *Campus Approvals Level I (must be approved by the VCAA prior to CRC submission):*
- ☐ *OCHE Approvals Level I (must be approved by the VCAA and Chancellor prior to CRC submission):*
- ☐ *OCHE Approvals Level II Level II (must be approved by the VCAA and Chancellor prior to CRC submission):*

1. Date February 16, 2021

2. Department Interdisciplinary Arts & Sciences (IAS) **3. College** CLSPS

4. Program IAS **5. CRC Rep.** Dawn Atkinson

6. Description of Request: List options for some General Education requirements
Remove COMX 211 Advanced Public Speaking from the catalog.

7. Current Course or Program Information: COMX 211 Advanced Public Speaking

8. Proposed Change As appearing in the catalogue. A new course requires the course outcomes listed in this area.
Course #Name: COMX 211 Advanced Public Speaking **Credits:** 3
Pre-req: COMX 111 or consent of instructor

Description: COMX 211 - Advanced Public Speaking
3 credits (Hrs: 3 Lec.)
A continuation of COMX 111 with greater emphasis on argumentation, persuasion, audience analysis and adaptation, and oral style. Prerequisite(s): COMX 111 or Consent of Instructor. Satisfies Communication core. Course generally offered both semesters.

Course Outcomes: (if required) COMX 211 is an existing course.

9. Assessment Leading to Request: COMX 211 has been in the catalog since 2013, but it has never been taught. Students take COMX 230 Presenting Technical Information instead.

10. List of supporting documentation attached: See *Level of Request* for requirements.

11. Impacts:
- ☑ No impact to Library or
- ☐ _____consulted with _____from the library to ensure needed materials and media are available
- ☐ No anticipated impact to other programs or
- ☐ _____consulted with _____from _____and

APPROVALS	Date and Signature
Department Head	
Dawn Atkinson	Dawn Atkinson 2/16/2021
Dean/Approval	
William Daneir	2/18/2021
Graduate Council	
CRC *Theresa Stack*	3/8/2021
Faculty Senate	

Campus Approvals Level I (must be approved by the VCAA prior to CRC submission):
OCHE Approvals Level I & II (must be approved by the VCAA and Chancellor prior to CRC submission)

VCAA Approval

Chancellor Approval

Guidance: Final changes are made by the registrar after faculty senate approval and BOR approval, as needed.
See workflow document

https://helpx.adobe.com/acrobat/how-to/convert-word-excel-paper-pdf-forms.html?set=acrobat--fundamentals--pdf-forms
Guidance can be found at: https://mus.edu/che/arsa/academicproposals.html

Submission Requirements: All Submissions (checked by CRC):
- ☐ Electronic Copy (with the exception of signatures- no handwritten items)
- ☐ Completed CRC Form, with all Signatures and Attachments based on level of request (see below)

<mark>Level of Request Requirements</mark>
Please indicate the type of request(s) by selecting *all that apply*:
1. **Faculty Approvals** *(directly to CRC, then Faculty Senate):*
   - ☐ Establish a <u>new course</u> for the catalog (please contact the Registrar of MUS CCN information)
     Or
   - ☑ <mark>Course Changes: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing. Course Number</mark>
     - ☐ Course Description
     - ☐ Syllabus with Course Outcomes
     - ☑ <mark>Pre-requisites or co-requisites</mark>
   - ☐ <u>Amend an existing degree program.</u> Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor.
     - ☐ **Documents as listed under establishing a new course**
     - ☐ Existing Curriculum Worksheet
     - ☐ New Curriculum Worksheet, with changes highlighted
   - ☐ Other (for those that are considered in this level but otherwise not listed):
2. **Campus Approvals Level I** *(must be approved by the VCAA <u>prior</u> to CRC submission):*
   - ☐ Placing a postsecondary educational program into moratorium:
     - ☐ Program Termination and Moratorium Form
     - ☐ Academic Proposal Request Form
   - ☐ Withdrawing a postsecondary educational program from moratorium.
     - ☐ Academic Proposal Request Form
   - ☐ Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more.
     or
   - ☐ Establishing a B.A.S./A.A./A.S. area of study. Required Documents:
     - ☐ Academic Proposal Request Form
     - ☐ **Documents as listed under establishing a new course**
   - ☐ Offering an existing postsecondary educational program via distance or online delivery. Required Documents:
     - ☐ Academic Proposal Request Form
   - ☐ Other (for those that are considered in this level but otherwise not listed):
     - ☐ Academic Proposal Request Form
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   - ☐ Re-titling an existing postsecondary educational program. Required Documents:
     - ☐ Academic Proposal Request Form
   - ☐ Terminating an existing postsecondary educational program.
     - ☐ Academic Proposal Request Form
     - ☐ Program Termination and Moratorium Form
   - ☐ Consolidating existing postsecondary educational programs
     or
   - ☐ Establishing a new minor where there is a major or an option in a major

or

- ☐ Revising a postsecondary educational program
    - ☐ Curriculum Proposal Form
    - ☐ Academic Proposal Request Form
- ☐ Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
    - ☐ Academic Proposal Request Form
- ☐ Other (for those that are considered in this level but otherwise not listed):

4. Level II *(must be approved by the VCAA and Chancellor prior to CRC submission)*:

Level II proposals require initial approval and comment by the Board of Regents through a Request to Plan prior to final review and approval by the Office of the Commissioner of Higher Education. These proposals entail more substantive additions to, alterations in, or termination of programs, structures, or administrative or academic entities typically characterized by the (a) addition, reassignment, or elimination or personnel, facilities, or courses of instruction; (b) rearrangement of budgets, cost centers, funding sources; and (c) changes which by implication could impact other MUS institutions and community colleges.

- ☐ Establishing a new postsecondary educational program

    or
- ☐ Permanent authorization for a temporary C.A.S. or A.A.S degree program
    - ☐ Academic Proposal Request Form
    - ☐ Curriculum Proposal
    - ☐ Completed Intent to Plan Form
    - ☐ Documents as listed under establishing a new course
- ☐ Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
    - ☐ Academic Proposal Request Form
    - ☐ **Documents as listed under establishing a new course**
- ☐ Forming, eliminating or consolidating an academic, administrative, or research unit
    - ☐ Academic Proposal Request Form
    - ☐ Curriculum or Center/Institute Proposal
    - ☐ Completed Request to Plan, except when eliminating or consolidating
    - ☐ **Documents as listed under establishing a new course**
- ☐ Re-titling an academic, administrative, or research unit Permanent authorization for a temporary C.A.S. or A.A.S degree program
    - ☐ Curriculum Proposal
    - ☐ Completed Intent to Plan Form

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☐ *OCHE Approvals Level I (must be approved by the VCAA and Chancellor prior to CRC submission):*
☐ *OCHE Approvals Level II Level II (must be approved by the VCAA and Chancellor prior to CRC submission):*

1. Date February 10, 2021
2. Department Interdisciplinary Arts & Sciences (IAS)   **3. College** CLSPS
4. Program IAS   **5. CRC Rep.** Dawn Atkinson

6. Description of Request: List options for some General Education requirements
Remove the following prerequisite from LIT 223 British Literature I: "Sophomore standing or Consent of Instructor."

7. Current Course or Program Information: LIT 223 British Literature I

8. Proposed Change ==As appearing in the catalogue. A new course requires the course outcomes listed in this area.==
Course #Name: LIT 223 British Literature I   **Credits:** 3

Pre-req: Remove the following prerequisite from LIT 223 British Literature I: "Sophomore standing or Consent of Instructor."

Description: LIT 223 - British Literature I
3 credits (Hrs: 3 Lec.)
Studies major British writers from the Old English Period through the end of the eighteenth century. Pays attention to the relation of works to their age, and analyzes the works as literature.
Prerequisite(s): Sophomore standing or Consent of Instructor. Satisfies Humanities & Fine Arts core. Course generally offered 1st semester.

Course Outcomes: (if required) LIT 223 is an existing course. Here are the outcomes.

- Read, discuss, and evaluate a variety of texts ranging from the Anglo-Saxon to the Enlightenment Period;
- Situate and interpret literary texts in a national context;
- Describe the impact of a national literature on culture and history and vice versa;
- Write critically about a national literature as it is informed by a historical and cultural perspective.

9. Assessment Leading to Request: Removing the "Sophomore standing or Consent of Instructor" prerequisite will bring LIT 223 in line with Montana Technological University's other 200-level literature courses since they do not have the same prerequisite. Removing the prerequisite will also help encourage enrollment in LIT 223.

10. List of supporting documentation attached: ==See *Level of Request* for requirements.==
11. Impacts:
    ☑ No impact to Library or
    ☐ _____consulted with _____from the library to ensure needed materials and media are available
    ☐ No anticipated impact to other programs or
    ☐ _____consulted with _____from _____and

APPROVALS	Date and Signature
Department Head Dawn Atkinson	Dawn Atkinson 2/16/2021
Dean Approval	2/18/2021
Graduate Council	
CRC Theresa Stack	3/8/2021
Faculty Senate	

Campus Approvals Level I (must be approved by the VCAA prior to CRC submission):
OCHE Approvals Level I & II (must be approved by the VCAA and Chancellor prior to CRC submission)

VCAA Approval

Chancellor Approval

Guidance: Final changes are made by the registrar after faculty senate approval and BOR approval, as needed.
See workflow document
https://helpx.adobe.com/acrobat/how-to/convert-word-excel-paper-pdf-forms.html?set=acrobat--fundamentals--pdf-forms
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Submission Requirements: All Submissions (checked by CRC):
- ☐ Electronic Copy (with the exception of signatures- no handwritten items)
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<mark>Level of Request Requirements</mark>

Please indicate the type of request(s) by selecting *all that apply*:

1. **Faculty Approvals** *(directly to CRC, then Faculty Senate):*
   - ☐ Establish a <u>new course</u> for the catalog (please contact the Registrar of MUS CCN information)
     Or
   - ☐ <u>Course Changes:</u> addition, deletion or change of title, credit, course number, pre-req, description, or cross listing. Course Number
     - ☐ Course Description
     - ☐ Syllabus with Course Outcomes
     - ☐ Pre-requisites or co-requisites
   - ☐ <u>Amend an existing degree program.</u> Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor.
     - ☐ **Documents as listed under establishing a new course**
     - ☐ Existing Curriculum Worksheet
     - ☐ New Curriculum Worksheet, with changes highlighted
   - <mark>☑ Other (for those that are considered in this level but otherwise not listed): **Remove a course from the catalog**</mark>

2. **Campus Approvals Level I** *(must be approved by the VCAA prior to CRC submission):*
   - ☐ Placing a postsecondary educational program into moratorium:
     - ☐ Program Termination and Moratorium Form
     - ☐ Academic Proposal Request Form
   - ☐ Withdrawing a postsecondary educational program from moratorium.
     - ☐ Academic Proposal Request Form
   - ☐ Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more.
     or
   - ☐ Establishing a B.A.S./A.A./A.S. area of study. Required Documents:
     - ☐ Academic Proposal Request Form
     - ☐ **Documents as listed under establishing a new course**
   - ☐ Offering an existing postsecondary educational program via distance or online delivery. Required Documents:
     - ☐ Academic Proposal Request Form
   - ☐ Other (for those that are considered in this level but otherwise not listed):
     - ☐ Academic Proposal Request Form

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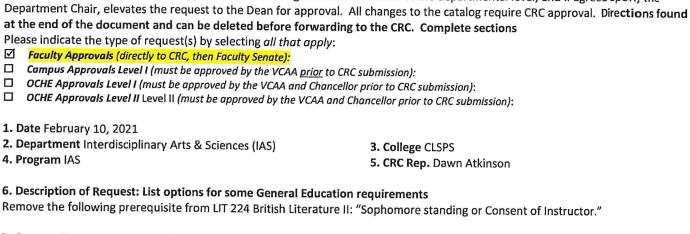   - ☐ Re-titling an existing postsecondary educational program. Required Documents:
     - ☐ Academic Proposal Request Form
   - ☐ Terminating an existing postsecondary educational program.
     - ☐ Academic Proposal Request Form
     - ☐ Program Termination and Moratorium Form
   - ☐ Consolidating existing postsecondary educational programs
     or
   - ☐ Establishing a new minor where there is a major or an option in a major

  or
- ☐ Revising a postsecondary educational program
  - ☐ Curriculum Proposal Form
  - ☐ Academic Proposal Request Form
- ☐ Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
  - ☐ Academic Proposal Request Form
- ☐ Other (for those that are considered in this level but otherwise not listed):

4. Level II *(must be approved by the VCAA and Chancellor prior to CRC submission)*:

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- ☐ Establishing a new postsecondary educational program

  or
- ☐ Permanent authorization for a temporary C.A.S. or A.A.S degree program
  - ☐ Academic Proposal Request Form
  - ☐ Curriculum Proposal
  - ☐ Completed Intent to Plan Form
  - ☐ Documents as listed under establishing a new course
- ☐ Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
  - ☐ Academic Proposal Request Form
  - ☐ **Documents as listed under establishing a new course**
- ☐ Forming, eliminating or consolidating an academic, administrative, or research unit
  - ☐ Academic Proposal Request Form
  - ☐ Curriculum or Center/Institute Proposal
  - ☐ Completed Request to Plan, except when eliminating or consolidating
  - ☐ **Documents as listed under establishing a new course**
- ☐ Re-titling an academic, administrative, or research unit Permanent authorization for a temporary C.A.S. or A.A.S degree program
  - ☐ Curriculum Proposal
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1. Date February 10, 2021
2. Department Interdisciplinary Arts & Sciences (IAS)   **3. College** CLSPS
4. Program IAS   **5. CRC Rep.** Dawn Atkinson

6. Description of Request: List options for some General Education requirements
Remove the following prerequisite from LIT 224 British Literature II: "Sophomore standing or Consent of Instructor."

7. Current Course or Program Information: LIT 224 British Literature II

8. Proposed Change As appearing in the catalogue. A new course requires the course outcomes listed in this area.
Course #Name: LIT 224 British Literature II   **Credits:** 3

Pre-req: Remove the following prerequisite from LIT 224 British Literature II: "Sophomore standing or Consent of Instructor."

Description: LIT 224 - British Literature II
3 credits (Hrs: 3 Lec.)
Covers major authors and works from the Romantic Period to the twentieth century.

Prerequisite(s): Sophomore standing or Consent of Instructor. Satisfies Humanities & Fine Arts core. Course generally offered 2nd semester.

Course Outcomes: (if required) LIT 224 is an existing course. Here are the outcomes.

- Be familiar with major British literary movements, including Romanticism, modernism, and postmodernism;
- Identify and analyze the major literary forms (poetry, fiction, drama);
- Prepare written responses and analysis of literary texts;
- Apply basic research techniques to prepare oral and written responses to literary texts;
- Demonstrate knowledge of the basics of British history post-1800; in particular, students will be familiar with the legacy of the British colonialism and its relationship with the development of British literature and cultural identity.

9. Assessment Leading to Request: Removing the "Sophomore standing or Consent of Instructor" prerequisite will bring LIT 224 in line with Montana Technological University's other 200-level literature courses since they do not have the same prerequisite. Removing the prerequisite will also help encourage enrollment in LIT 224.

10. List of supporting documentation attached: See *Level of Request* for requirements.
11. Impacts:

☑ No impact to Library or
☐ _____consulted with _____from the library to ensure needed materials and media are available
☐ No anticipated impact to other programs or
☐ _____consulted with _____from _____and

APPROVALS	Date and Signature

Department Head

Dawn Atkinson   *Dawn Atkinson* 2/16/2021

Dean Approval

Koren Van Danveer   2/18/2021

Graduate Council

CRC   *Theresa Stack*   3/8/2020

Faculty Senate

Campus Approvals Level I *(must be approved by the VCAA prior to CRC submission):*
OCHE Approvals Level I & II *(must be approved by the VCAA and Chancellor prior to CRC submission)*

VCAA Approval

Chancellor Approval

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https://helpx.adobe.com/acrobat/how-to/convert-word-excel-paper-pdf-forms.html?set=acrobat--fundamentals--pdf-forms
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Submission Requirements: All Submissions (checked by CRC):
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Level of Request Requirements

Please indicate the type of request(s) by selecting *all that apply*:

1. **Faculty Approvals** *(directly to CRC, then Faculty Senate):*
   - ☐ Establish a <u>new course</u> for the catalog (please contact the Registrar of MUS CCN information)
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     - ☐ Course Description
     - ☐ Syllabus with Course Outcomes
     - ☑ <mark>Pre-requisites or co-requisites</mark>
   - ☐ <u>Amend an existing degree program.</u> Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor.
     - ☐ **Documents as listed under establishing a new course**
     - ☐ Existing Curriculum Worksheet
     - ☐ New Curriculum Worksheet, with changes highlighted
   - ☐ Other (for those that are considered in this level but otherwise not listed):
2. **Campus Approvals Level I** *(must be approved by the VCAA prior to CRC submission):*
   - ☐ Placing a postsecondary educational program into moratorium:
     - ☐ Program Termination and Moratorium Form
     - ☐ Academic Proposal Request Form
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     - ☐ Academic Proposal Request Form
   - ☐ Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more.
     or
   - ☐ Establishing a B.A.S./A.A./A.S. area of study. Required Documents:
     - ☐ Academic Proposal Request Form
     - ☐ **Documents as listed under establishing a new course**
   - ☐ Offering an existing postsecondary educational program via distance or online delivery. Required Documents:
     - ☐ Academic Proposal Request Form
   - ☐ Other (for those that are considered in this level but otherwise not listed):
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   - ☐ Consolidating existing postsecondary educational programs
     or
   - ☐ Establishing a new minor where there is a major or an option in a major

or
- ☐ Revising a postsecondary educational program
    - ☐ Curriculum Proposal Form
    - ☐ Academic Proposal Request Form
- ☐ Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
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- ☐ Other (for those that are considered in this level but otherwise not listed):

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- ☐ Establishing a new postsecondary educational program

  or

- ☐ Permanent authorization for a temporary C.A.S. or A.A.S degree program
    - ☐ Academic Proposal Request Form
    - ☐ Curriculum Proposal
    - ☐ Completed Intent to Plan Form
    - ☐ Documents as listed under establishing a new course
- ☐ Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
    - ☐ Academic Proposal Request Form
    - ☐ **Documents as listed under establishing a new course**
- ☐ Forming, eliminating or consolidating an academic, administrative, or research unit
    - ☐ Academic Proposal Request Form
    - ☐ Curriculum or Center/Institute Proposal
    - ☐ Completed Request to Plan, except when eliminating or consolidating
    - ☐ **Documents as listed under establishing a new course**
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☐ *OCHE Approvals Level II Level II (must be approved by the VCAA and Chancellor prior to CRC submission):*

1. Date February 16, 2021
2. Department Interdisciplinary Arts & Sciences (IAS)   **3. College** CLSPS
4. Program IAS   **5. CRC Rep.** Dawn Atkinson

6. Description of Request: List options for some General Education requirements
Remove PSYX 230G Honors Developmental Psychology and PSYX 230H Recitation from the catalog.

7. Current Course or Program Information: PSYX 230G Honors Developmental Psychology & PSYX 230H Recitation

8. Proposed Change As appearing in the catalogue. A new course requires the course outcomes listed in this area.
Course #Name: PSYX 230G - Honors Developmental Psychology   **Credits:** 4
Co-req: PSYX 230H Recitation

Description: PSYX 230G - Honors Developmental Psychology
4 credits (Hrs: 4 Lec.)
This course (and recitation) will add readings, discussion, and student presentation of current peer-reviewed psychology research, methodology, and analysis. In order to attain honors credit, students will also construct a novel research proposal in the field of developmental psychology, the family, or life-span development.
Corequisite(s): PSYX 230 H Recitation.

Course Outcomes: (if required) PSYX 230G is an existing course.

9. Assessment Leading to Request: As a result of changes to the honors program, PSYX 230G has not been offered for a number of years. The revamped Honors Program requires a seminar but no other honors-designated coursework.

10. List of supporting documentation attached: See *Level of Request* for requirements.
11. Impacts:
☑ No impact to Library or
☐ _____consulted with _____from the library to ensure needed materials and media are available
☐ No anticipated impact to other programs or
☐ _____consulted with _____from _____and

APPROVALS	Date and Signature

Department Head

Dawn Atkinson   *Dawn Atkinson* / 2/16/2021

Dean Approval

                                              9/18/2021

Graduate Council

CRC

Theresa Stack   3/8/2021

Faculty Senate

Campus Approvals Level I (must be approved by the VCAA prior to CRC submission):
OCHE Approvals Level I & II (must be approved by the VCAA and Chancellor prior to CRC submission)

VCAA Approval

Chancellor Approval

Guidance: Final changes are made by the registrar after faculty senate approval and BOR approval, as needed.
See workflow document
https://helpx.adobe.com/acrobat/how-to/convert-word-excel-paper-pdf-forms.html?set=acrobat--fundamentals--pdf-forms
Guidance can be found at: https://mus.edu/che/arsa/academicproposals.html

Submission Requirements: All Submissions (checked by CRC):
- ☐ Electronic Copy (with the exception of signatures- no handwritten items)
- ☐ Completed CRC Form, with all Signatures and Attachments based on level of request (see below)

==Level of Request Requirements==

Please indicate the type of request(s) by selecting *all that apply*:

1. **Faculty Approvals** *(directly to CRC, then Faculty Senate):*
   - ☐ Establish a <u>new course</u> for the catalog (please contact the Registrar of MUS CCN information)
     Or
   - ☐ <u>Course Changes:</u> addition, deletion or change of title, credit, course number, pre-req, description, or cross listing. Course Number
     - ☐ Course Description
     - ☐ Syllabus with Course Outcomes
     - ☐ Pre-requisites or co-requisites
   - ☐ <u>Amend an existing degree program.</u> Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor.
     - ☐ **Documents as listed under establishing a new course**
     - ☐ Existing Curriculum Worksheet
     - ☐ New Curriculum Worksheet, with changes highlighted
   - ☑ ==Other (for those that are considered in this level but otherwise not listed): **Remove a course from the catalog**==

2. **Campus Approvals Level I** *(must be approved by the VCAA <u>prior</u> to CRC submission):*
   - ☐ Placing a postsecondary educational program into moratorium:
     - ☐ Program Termination and Moratorium Form
     - ☐ Academic Proposal Request Form
   - ☐ Withdrawing a postsecondary educational program from moratorium.
     - ☐ Academic Proposal Request Form
   - ☐ Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more.
     or
   - ☐ Establishing a B.A.S./A.A./A.S. area of study. Required Documents:
     - ☐ Academic Proposal Request Form
     - ☐ **Documents as listed under establishing a new course**
   - ☐ Offering an existing postsecondary educational program via distance or online delivery. Required Documents:
     - ☐ Academic Proposal Request Form
   - ☐ Other (for those that are considered in this level but otherwise not listed):
     - ☐ Academic Proposal Request Form

3. **OCHE Approvals Level I** *(must be approved by the VCAA and Chancellor prior to CRC submission):*
   Level I items are those requests for which the Board of Regents has fully designated approval authority to the institution or Commissioner of Higher Education. These requests are to be submitted for notification to or approval by Commissioner as Level I proposals. Level I proposals may be submitted to OCHE at any time by the flagship campuses or community colleges and will be processed on a rolling monthly schedule. The approval of such proposals will be conveyed to the Board of Regents at the next meeting of the board. Level I proposals include campus initiatives typically characterized by minimal costs, clear adherence to approved campus mission, and the absence of significant programmatic impact on other institutions within the MUS and community colleges. BOR Forms can be found using the following link: https://mus.edu/che/arsa/Forms/AcademicForms.html
   - ☐ Re-titling an existing postsecondary educational program. Required Documents:
     - ☐ Academic Proposal Request Form
   - ☐ Terminating an existing postsecondary educational program.
     - ☐ Academic Proposal Request Form
     - ☐ Program Termination and Moratorium Form
   - ☐ Consolidating existing postsecondary educational programs
     or
   - ☐ Establishing a new minor where there is a major or an option in a major

or

- ☐ Revising a postsecondary educational program
    - ☐ Curriculum Proposal Form
    - ☐ Academic Proposal Request Form
- ☐ Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
    - ☐ Academic Proposal Request Form
- ☐ Other (for those that are considered in this level but otherwise not listed):

4. Level II *(must be approved by the VCAA and Chancellor prior to CRC submission)*:

Level II proposals require initial approval and comment by the Board of Regents through a Request to Plan prior to final review and approval by the Office of the Commissioner of Higher Education. These proposals entail more substantive additions to, alterations in, or termination of programs, structures, or administrative or academic entities typically characterized by the (a) addition, reassignment, or elimination or personnel, facilities, or courses of instruction; (b) rearrangement of budgets, cost centers, funding sources; and (c) changes which by implication could impact other MUS institutions and community colleges.

- ☐ Establishing a new postsecondary educational program

    or

- ☐ Permanent authorization for a temporary C.A.S. or A.A.S degree program
    - ☐ Academic Proposal Request Form
    - ☐ Curriculum Proposal
    - ☐ Completed Intent to Plan Form
    - ☐ Documents as listed under establishing a new course
- ☐ Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
    - ☐ Academic Proposal Request Form
    - ☐ **Documents as listed under establishing a new course**
- ☐ Forming, eliminating or consolidating an academic, administrative, or research unit
    - ☐ Academic Proposal Request Form
    - ☐ Curriculum or Center/Institute Proposal
    - ☐ Completed Request to Plan, except when eliminating or consolidating
    - ☐ **Documents as listed under establishing a new course**
- ☐ Re-titling an academic, administrative, or research unit Permanent authorization for a temporary C.A.S. or A.A.S degree program
    - ☐ Curriculum Proposal
    - ☐ Completed Intent to Plan Form

Protocol: The department requesting a curriculum change holds a discussion at the departmental level, and if agreed upon, the Department Chair, elevates the request to the Dean for approval. All changes to the catalog require CRC approval. **Directions found at the end of the document and can be deleted before forwarding to the CRC. Complete sections**
Please indicate the type of request(s) by selecting *all that apply*:

☑ *Faculty Approvals (directly to CRC, then Faculty Senate):*
☐ *Campus Approvals Level I (must be approved by the VCAA prior to CRC submission):*
☐ *OCHE Approvals Level I (must be approved by the VCAA and Chancellor prior to CRC submission):*
☐ *OCHE Approvals Level II Level II (must be approved by the VCAA and Chancellor prior to CRC submission):*

1. Date February 16, 2021
2. Department Interdisciplinary Arts & Sciences (IAS)   **3. College** CLSPS
4. Program IAS   **5. CRC Rep.** Dawn Atkinson

6. Description of Request: List options for some General Education requirements
Remove PSYX 100H Honors Introduction to Psychology and PSYX 100H Recitation from the catalog.

7. Current Course or Program Information: PSYX 100H Honors Introduction to Psychology & PSYX 100H Recitation

8. Proposed Change As appearing in the catalogue. A new course requires the course outcomes listed in this area.
Course #Name: PSYX 100H Honors Introduction to Psychology   **Credits:** 4
Co-req: PSYX 100H Recitation

Description: PSYX 100H - Honors Introduction to Psychology
4 credits (Hrs: 4 Lec.)
This course (and recitation) will add readings, discussion, and student presentation of current peer-reviewed psychology research, methodology, and analysis. In order to attain honors credit, students will also construct a novel research proposal in the field of cognitive, social, or evolutionary psychology.
Corequisite(s): PSYX 100 H Recitation.

Course Outcomes: (if required) PSYX 100H is an existing course.

9. Assessment Leading to Request: As a result of changes to the honors program, PSYX 100H has not been offered for a number of years. The revamped Honors Program requires a seminar but no other honors-designated coursework.

10. List of supporting documentation attached: See *Level of Request* for requirements.
11. Impacts:
☑ No impact to Library or
☐ _____consulted with _____from the library to ensure needed materials and media are available
☐ No anticipated impact to other programs or
☐ _____consulted with _____from _____and

APPROVALS	Date and Signature

Department Head

Dawn Atkinson   Dawn Atkinson   2/16/2021

Dean Approval

(signature)   3/18/2021

Graduate Council

CRC

Theresa Stack   3/8/2021

Faculty Senate

Campus Approvals Level I (must be approved by the VCAA prior to CRC submission):
OCHE Approvals Level I & II (must be approved by the VCAA and Chancellor prior to CRC submission)

VCAA Approval

Chancellor Approval

HB 102 Update and Guidance for MFPE Higher Ed Members

Governor Gianforte signed HB 102, Generally Revise Gun Laws, into law on February 18th. Under the new law, concealed carry is permitted by any person qualified to apply for a concealed carry permit anywhere in Montana, including public property such as local and state government offices and college campuses. HB 102 is effective immediately for local and state government offices and on June 1 for college campuses.

Since the first party-line vote in the House of Representatives, MFPE leadership has been actively seeking answers from the Office of the Commissioner of Higher Education (OCHE) and our own legal counsel regarding ramifications and available remedies in the wake of HB 102.

Our retained counsel have been unanimous in their opinion that MFPE members do not have standing to challenge the law individually or even collectively. Based on their review, The Board of Regents is the only entity with standing to challenge the new law. The only viable legal option to overturn the law is not a question of workplace safety or employment rights, but rather of constitutional authority. Montana's constitution vests the Board of Regents (BOR) with control over college campuses in Article X Section 9 (2a).

> "The government and control of the Montana university system is vested in a board of regents of higher education which shall have full power, responsibility, and authority to supervise, coordinate, manage and control the Montana university system and shall supervise and coordinate other public educational institutions assigned by law."

This legislature is likely to pass several more bills that infringe on the Board of Regents' constitutional authority. It will be up to BOR, including three members newly appointed by Governor Gianforte, to determine whether or not to file suit on any of these bills.

The Board of Regents meets in March and May. It is unlikely that BOR will decide to take any legal action on any new law at their March meeting, but may decide to challenge one or more newly enacted laws in May or at subsequent convenings.

In the meantime, MFPE fully expects that the Board of Regents will write policy governing firearms on campuses for adoption at their May meeting.

Based on what we know right now, MFPE is contemplating the following four options:

1) A campaign in April and May to try to compel the Board of Regents to file litigation challenging the new law and seeking to overturn it.
2) An effort amongst all bargaining units and MFPE staff to participate in the Regents' effort to craft a statewide higher education gun policy that reflects the concerns of members about personal safety and impacts on campuses.
3) Demanding to bargain over any adopted policy that does not address the concerns of our members in assuring safety. Such a demand would likely not overturn or change policy but would result in asking for accommodations or considerations that would address concerns.
4) Individual efforts by faculty to prohibit firearms through a course syllabus.

These four options are not mutually exclusive. MFPE is committed to pursuing any one or all these measures on behalf of our Montana University System members – but we need to know that when we do initiate actions that we have the support of our members in doing so.

To this end, we will be asking for input from Higher Education members and consensus on how to proceed.