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](https://www.mtech.edu/facultystaff/facultysenate/minutes/index.html))

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

II. Action Items

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.

III. Informational Items

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.
Curriculum Change Request Form Dated Jan 24, 2021

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


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 new course for the catalog (please contact the Registrar of MUS CCN information) or
- Course Changes: 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

Amend an existing degree program. 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.

- 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

- Establishing a new minor where there is a major or an option in a major
Curriculum Change Request Form Dated Jan 24, 2021

☐ 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
**Curriculum Change Request Form Dated Jan 24, 2021**

**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 (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.

<table>
<thead>
<tr>
<th>Current: M 121 College Algebra</th>
<th>Current: WRIT 121 Intro. To Technical Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed: M 121 College Algebra (preferred)</td>
<td>Proposed: WRIT 121 Intro. To Technical Writing (preferred)</td>
</tr>
<tr>
<td>M 105 Contemporary Math</td>
<td>WRIT 101 College Writing</td>
</tr>
<tr>
<td>Current: CSCI 102 Computational Thinking w/lab</td>
<td></td>
</tr>
<tr>
<td>Proposed: CSCI 102 Computational Thinking w/lab (preferred)</td>
<td></td>
</tr>
<tr>
<td>Social Science Elective</td>
<td></td>
</tr>
</tbody>
</table>

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


<table>
<thead>
<tr>
<th>Approval</th>
<th>Date and Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Head</td>
<td>2/11/2021</td>
</tr>
<tr>
<td>Dean Approval</td>
<td>2/18/2021</td>
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<tr>
<td>Graduate Council</td>
<td></td>
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<tr>
<td>CRC</td>
<td>3/3/2021</td>
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<tr>
<td>Faculty Senate</td>
<td></td>
</tr>
<tr>
<td>Campus Approvals Level I</td>
<td>(must be approved by the VCAA prior to CRC submission):</td>
</tr>
<tr>
<td>OCHE Approvals Level I &amp; II</td>
<td>(must be approved by the VCAA and Chancellor prior to CRC submission)</td>
</tr>
<tr>
<td>VCAA Approval</td>
<td></td>
</tr>
<tr>
<td>Chancellor Approval</td>
<td></td>
</tr>
</tbody>
</table>
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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 new course 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

   - Course Changes; 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

   - Amend an existing degree program. 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 1 (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):
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:
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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
  - 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)

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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 of 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
Montana Tech  
Curriculum Change Request Form Dated August 15, 2020

☐ 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
Date: 1/19/21
Dept.: Associate of Science
Program: Highlands College
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

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

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 Juskieicz 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

Curriculum Change Request Form Dated August 15, 2020

APPROVALS

Department Head Approval
Date 2/10/21

Dean Approval
Date 2/11/21

Graduate Council Approval
Date ________

3/8/2021

CRC Approval
Date ________

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-XXXX

ITEM TITLE

Highlands College of Montana Technological University

Institution: ___________________________ 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)

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
### 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)

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

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

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credits</th>
<th>Term Taken</th>
<th>Grade</th>
<th>Gen Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOB 101 - Discover Biology</td>
<td>3 credits</td>
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<tr>
<td>BIOB 102 - Discover Biology Lab</td>
<td>1 credit</td>
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<tr>
<td>BIOB 160 - Principles of Living Systems</td>
<td>3 credits</td>
<td></td>
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<tr>
<td>BIOB 161 - Principles of Living Systems Lab</td>
<td>1 credit</td>
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<tr>
<td>BIOE 185 - Environmental &amp; Ecological Issues</td>
<td>3 credits</td>
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<tr>
<td>BIOH 201/202 - Anatomy &amp; Physiology I</td>
<td>4 credits</td>
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<td>BIOH 211/212 - Anatomy &amp; Physiology II</td>
<td>4 credits</td>
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<tr>
<td>BIOM 260 - General Microbiology</td>
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<tr>
<td>CHMY 121 - Introduction to General Chemistry</td>
<td>3 credits</td>
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<td>CHMY 122 - Introduction to General Chemistry Lab</td>
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<tr>
<td>CHMY 123 - Introduction to Organic &amp; Biochemistry</td>
<td>3 credits</td>
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<tr>
<td>CHMY 141 - College Chemistry I</td>
<td>3 credits</td>
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<tr>
<td>CHMY 142 - College Chemistry Laboratory I</td>
<td>1 credit</td>
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<tr>
<td>CHMY 143 - College Chemistry II</td>
<td>3 credits</td>
<td></td>
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</tr>
<tr>
<td>CHMY 144 - College Chemistry Laboratory II</td>
<td>1 credit</td>
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<tr>
<td>GEO 101 - Introduction to Physical Geology</td>
<td>3 credits</td>
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<tr>
<td>GEO 209 - Introduction To Field Geology</td>
<td>1 credit</td>
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<tr>
<td>PHSX 121 - Fundamentals of Physics I</td>
<td>4 credits</td>
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<tr>
<td>PHSX 123 - Fundamentals of Physics II</td>
<td>4 credits</td>
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<tr>
<td>PHSX 234 - General Physics-Mechanics</td>
<td>3 credits</td>
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<tr>
<td>PHSX 235 - General Physics-Heat, Sound &amp; Optics</td>
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### Social Sciences Core (6 credits)

<table>
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<th>Course Name</th>
<th>Credits</th>
<th>Term Taken</th>
<th>Grade</th>
<th>Gen Ed</th>
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<tbody>
<tr>
<td>ANTY 101 - Anthropology &amp; the Human Experience</td>
<td>3 credits</td>
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<tr>
<td>ECNS 201 - Principles of Microeconomics</td>
<td>3 credits</td>
<td></td>
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</tr>
<tr>
<td>Course Name</td>
<td>Credits</td>
<td>Term Taken</td>
<td>Grade</td>
<td>Gen Ed</td>
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<tr>
<td>-------------------------------------------------</td>
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</tr>
<tr>
<td>ECNS 202 - Principles of Macroeconomics</td>
<td>3</td>
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<tr>
<td>ECNS 203 - Principles of Micro and Macro</td>
<td>3</td>
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<tr>
<td>GPHY 121 - Human Geography</td>
<td>3</td>
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<tr>
<td>PHL 233 - Intro to Logic: Deduction</td>
<td>3</td>
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<tr>
<td>PSCI 101 - Introduction To Political Science</td>
<td>3</td>
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<tr>
<td>PSCI 210 - Introduction to American Government</td>
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<td>PSCI 260 - Introduction to State and Local Government</td>
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<td>PSYX 100 - Introduction to Psychology</td>
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<td>PSYX 230 - Developmental Psychology</td>
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<td>PSYX 272 - Educational Psychology</td>
<td>3</td>
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<tr>
<td>SOCI 101 - Introduction to Sociology</td>
<td>3</td>
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<td>SOCI 201 - Social Problems</td>
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**Humanities/Fine Arts Core (6 credits)**

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<tr>
<td>FRCH 101 - Elementary French I</td>
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<td>FRCH 102 - Elementary French II</td>
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<td>GRMN 101 - Elementary German I</td>
<td>3</td>
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<tr>
<td>GRMN 102 - Elementary German II</td>
<td>3</td>
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<tr>
<td>HSTA 101 - American History I</td>
<td>3</td>
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<tr>
<td>HSTA 102 - American History II</td>
<td>3</td>
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<td>HSTA 255 - Montana History</td>
<td>3</td>
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<tr>
<td>HSTR 101 - Western Civilization I</td>
<td>3</td>
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<tr>
<td>HSTR 102 - Western Civilization II</td>
<td>3</td>
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<tr>
<td>HSTR 201 - The 20th Century World I</td>
<td>3</td>
<td></td>
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<tr>
<td>HSTR 202 - The 20th Century World II</td>
<td>3</td>
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<tr>
<td>LIT 112 - Introduction To Fiction</td>
<td>3</td>
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<tr>
<td>LIT 126 - Introduction to Poetry and Drama</td>
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<td>LIT 210 - American Literature I</td>
<td>3</td>
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<td>LIT 211 - American Literature II</td>
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<tr>
<td>LIT 223 - British Literature I</td>
<td>3</td>
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<tr>
<td>LIT 224 - British Literature II</td>
<td>3</td>
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<tr>
<td>LIT 226 - Ancient to Ren World Literature</td>
<td>3</td>
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<tr>
<td>LIT 227 - Modern World Literature</td>
<td>3</td>
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<tr>
<td>MUSI 101 - Enjoyment of Music</td>
<td>3</td>
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<tr>
<td>MUSI 108 - Orchestra: TECH Symphony</td>
<td>1</td>
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<tr>
<td>MUSI 112 - Choir: Tech</td>
<td>1</td>
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<td>MUSI 114 - Band: Tech</td>
<td>1</td>
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<tr>
<td>PHL 101 - Reason &amp; Reality: Introduction to Phil</td>
<td>3</td>
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<tr>
<td>PHL 110 - Problems of Good &amp; Evil: Introduction</td>
<td>3</td>
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<tr>
<td>SPNS 101 - Elementary Spanish I</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>SPNS 102 - Elementary Spanish II</td>
<td>3</td>
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</table>

**Communication Core (6 credits)**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credits</th>
<th>Term Taken</th>
<th>Grade</th>
<th>Gen Ed</th>
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</thead>
<tbody>
<tr>
<td>WRIT 101 - College Writing I</td>
<td>3</td>
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</table>

**And one of the following:**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credits</th>
<th>Term Taken</th>
<th>Grade</th>
<th>Gen Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMX 111 - Introduction to Public Speaking</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>COMX 211 - Advanced Public Speaking</td>
<td>3</td>
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<tr>
<td>COMX 230 - Presenting Technical Information</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>WRIT 201 - College Writing II</td>
<td>3</td>
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</tbody>
</table>

**Additional Required Courses (5 credits)**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credits</th>
<th>Term Taken</th>
<th>Grade</th>
<th>Gen Ed</th>
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</thead>
<tbody>
<tr>
<td>CAPP 131 - Basic MS Office</td>
<td>3</td>
<td></td>
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<tr>
<td>MT 1016 - College Success</td>
<td>2</td>
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</tbody>
</table>
**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

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

### Engineering & Science Pathway

<table>
<thead>
<tr>
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<th>Term Taken</th>
<th>Grade</th>
<th>Gen Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRIT 201 - College Writing II</td>
<td>3 credits</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>BIOL 101 - Discover Biology</td>
<td>3 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOB 160 - Principles of Living Systems</td>
<td>3 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAT 131 - Introduction to Biostatistics</td>
<td>3 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAT 216 - Introduction to Statistics</td>
<td>3 credits</td>
<td></td>
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<tr>
<td>FESP 121 - Application &amp; Problem Solving</td>
<td>3 credits</td>
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<tr>
<td>CAPP 156 - MS Excel</td>
<td>3 credits</td>
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<tr>
<td>CAPP 158 - MS Access</td>
<td>3 credits</td>
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<tr>
<td>GEOP 101 - Intro To Geophysics I</td>
<td>1 credit</td>
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<tr>
<td>GEO 101 - Introduction to Physical Geology</td>
<td>3 credits</td>
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<tr>
<td>CSCI 117 - Programming with Matlab</td>
<td>3 credits</td>
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</table>

### Business Pathway

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

### Approved Electives

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

### Notes:

https://catalog.mtech.edu/preview_degree_planner.php?catoid=12&poid=2351&returnlo=1250&print
# Associate of Science  
**Effective 2021-2022**

## First (Freshman) Year

<table>
<thead>
<tr>
<th>Fall Semester Courses</th>
<th>Grade / Term</th>
<th>Spring Semester Courses</th>
<th>Grade / Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 1xx Mathematics Core(^1,2)</td>
<td>3 /</td>
<td>P&amp;L Sci 1xx Physical &amp; Life Science(^3)</td>
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<tr>
<td>P&amp;L Sci 1xx Physical &amp; Life Science Lab(^4)</td>
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<td>P&amp;L Sci 1xx Physical &amp; Life Science Lab(^3)</td>
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</tr>
<tr>
<td>HUMN 1xx or 2xx Humanities Elective(^5)</td>
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<td>HUMN 1xx or 2xx Humanities Core(^4)</td>
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</tr>
<tr>
<td>SS 1xx or 2xx Social Science Elective(^5)</td>
<td>3 /</td>
<td>SS 1xx or 2xx Social Science Core(^6)</td>
<td>3 /</td>
</tr>
<tr>
<td>WRIT 101 OR College Writing I</td>
<td>3 /</td>
<td>COMX 111 OR Intro to Public Speaking</td>
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<tr>
<td>WRIT 121 OR Intro to Technical Writing</td>
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<td>COMX 230 OR Presenting Technical Info</td>
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<td>15/16</td>
<td>WRIT 201 OR College Writing II</td>
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<td>M 1xx OR Mathematics Core(^1,2)</td>
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<td>STAT Statistics Course(^12)</td>
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Completion of Montana Tech and MUS General Education Core\(^4\)

## Second (Sophomore) Year

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<th>Fall Semester Courses</th>
<th>Grade / Term</th>
<th>Spring Semester Courses</th>
<th>Grade / Term</th>
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</thead>
<tbody>
<tr>
<td>PROGRAM SEMINAR(^7)</td>
<td>2 /</td>
<td>BS PROGRAM ELECTIVE (^3,4)</td>
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<tr>
<td>BS PROGRAM ELECTIVE (^3,4)</td>
<td>3 /</td>
<td>BS PROGRAM ELECTIVE (^3,4)</td>
<td>3 /</td>
</tr>
<tr>
<td>BS PROGRAM ELECTIVE (^3,4)</td>
<td>3 /</td>
<td>BS PROGRAM ELECTIVE (^3,4)</td>
<td>3 /</td>
</tr>
<tr>
<td>BS PROGRAM ELECTIVE (^3,4)</td>
<td>3 /</td>
<td>BS PROGRAM ELECTIVE (^3,4)</td>
<td>3 /</td>
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<tr>
<td>BS PROGRAM ELECTIVE (^3,4)</td>
<td>3 /</td>
<td>BS PROGRAM ELECTIVE (^3,4)</td>
<td>3 /</td>
</tr>
</tbody>
</table>

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. 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 3xx courses such as M 365. Also, HPER credits (including ACT, ACTV credits) are limited to 4 credits.
7. Students MUST take M 1016 or their program specific seminar course.
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


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 new course 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
   - X Course Changes: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing. Required Documents:
     - X Course Number
     - Course Outcomes
     - Course Description
     - Syllabus
     - Pre-requisites or co-requisites
     - Existing Curriculum Worksheet
     - New Curriculum Worksheet, with changes highlighted

- Amend an existing degree program. 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 1 (**must be approved by the VCAA and Chancellor prior to CRC submission**):
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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 of 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
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:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Credits</th>
<th>Pre-req.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Change IT 0117 Web Site Development 3cr to MART 145 Web Design 3cr</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Change IT 0250 Interactive Web Pages 3cr to MART 231 Interactive Web I 3cr</td>
<td></td>
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</tbody>
</table>

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
Montana Tech

Curriculum Change Request Form Dated August 15, 2020

APPROVALS

Department Head Approval
Date 4/15/2021

Dean Approval
Date 1/28/2021

Graduate Council Approval
Date

CRC Approval
Date

Faculty Senate Approval
Date

VCAA Approval (see below)
Date

Chancellor Approval (see below)
Date
Curriculum Change Request Form Dated Jan 24, 2021

Guidance: Final changes are made by the registrar after faculty senate approval and BOR approval, as needed.
See workflow document
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 new course for the catalog (please contact the Registrar of MUS CCN information)
   Or
   ☐ Course Changes: 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
   ☐ Amend an existing degree program. 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
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2. Campus Approvals Level I (must be approved by the VCAA prior to CRC submission):
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      ☐ Program Termination and Moratorium Form
      ☐ Academic Proposal Request Form
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      ☐ Academic Proposal Request Form
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   ☐ Consolidating existing postsecondary educational programs
   or
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Curriculum Change Request Form Dated Jan 24, 2021

☐ 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

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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
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        ☐ Curriculum Proposal
        ☐ Completed Intent to Plan Form
Curriculum Change Request Form Dated Jan 24, 2021

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
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☐ Campus Approvals Level I (must be approved by the VCAA prior to CRC submission);
☐ OCHIE Approvals Level II (must be approved by the VCAA and Chancellor prior to CRC submission);
☐ OCHIE 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

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
**Curriculum Change Request Form Dated Jan 24, 2021**

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**Department Head**

Dawn Atkinson

**Date and Signature**

D. Atkinson 2/16/2021

**Dean Approval**

**Date and Signature**

**Graduate Council**

**CRC**

Theresa Stack 3/8/2021

**Faculty Senate**

**VCAA Approval**

**Chancellor Approval**

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*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)*
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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
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 __________________________and
### Curriculum Change Request Form Dated Jan 24, 2021

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**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 | |
Curriculum Change Request Form Dated Jan 24, 2021

Guidance: Final changes are made by the registrar after faculty senate approval and BOR approval, as needed.
See workflow document
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Submission Requirements: All Submissions (checked by CRC):
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Curriculum Change Request Form Dated Jan 24, 2021

or

☐ Revising a postsecondary educational program
  ☐ Curriculum Proposal Form
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  ☐ Establishing a new postsecondary educational program

  or

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**Curriculum Change Request Form Dated Jan 24, 2021**

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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 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:**
- [x] 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  
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**VCAA Approval**

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Curriculum Change Request Form Dated Jan 24, 2021

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      ☐ Program Termination and Moratorium Form
   ☐ Consolidating existing postsecondary educational programs
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Curriculum Change Request Form Dated Jan 24, 2021

or

☐ Revising a postsecondary educational program
  ☐ Curriculum Proposal Form
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☐ Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
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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
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Curriculum Change Request Form Dated Jan 24, 2021

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- OCHE Approvals 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
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# Curriculum Change Request Form Dated Jan 24, 2021

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**Campus Approvals Level I** (must be approved by the VCAA prior to CRC submission):

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Curriculum Change Request Form Dated Jan 24, 2021

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

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      ☐ New Curriculum Worksheet, with changes highlighted
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Curriculum Change Request Form Dated Jan 24, 2021

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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

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:
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- __________________________ consulted with __________________________ from the library to ensure needed materials and media are available
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VCAA Approval

Chancellor Approval
Curriculum Change Request Form Dated Jan 24, 2021

Guidance: Final changes are made by the registrar after faculty senate approval and BOR approval, as needed. See workflow document: https://helpx.adobe.comacrobat/how-to/convert-word-excel-paper-pdf-forms.html?set=acrobat-fundamentals-pdf-forms
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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

Co-req: PSYX 230H Recitation

Credits: 4

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 230H 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

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Curriculum Change Request Form Dated Jan 24, 2021

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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 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
Co-req: PSYX 100H Recitation
Credits: 4

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
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| 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) |

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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.