# Level I Program Form

## I Summary of Proposed Changes

<table>
<thead>
<tr>
<th>Department/program</th>
<th>Applied Computing and Electronics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>We propose to offer a new &quot;Certificate of Technical Skills&quot; entitled &quot;Energy Auditor / Commissioning Agent&quot;. This career associated with CIP codes 04.0902, 15.05, 15.10, and 15.99 has been deemed to be in high demand.</td>
</tr>
</tbody>
</table>

## II Endorsements and Approvals

Please obtain approval from the Program Chair/Director, the Dean and the Associate Provost.

<table>
<thead>
<tr>
<th>Requestor: B.E. Layton</th>
<th>Phone: x7865</th>
<th>Sep 16, 2014</th>
<th>Dean’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Chair/Director:</td>
<td></td>
<td></td>
<td>Initial Review in Provost’s Office</td>
<td>Date</td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td>Faculty Senate Review</td>
<td>Date</td>
</tr>
<tr>
<td>Other affected programs:</td>
<td></td>
<td></td>
<td>Provost</td>
<td>Date</td>
</tr>
</tbody>
</table>

Are other departments/programs affected by this modification because of:

(a) required courses incl. prerequisites or corequisites,  
(b) perceived overlap in content areas  
(c) cross-listing of coursework

**NO**

## III Type of Level I Proposal (please check the appropriate space)

- (a) Re-titling existing majors, minors, options, or certificates
- (b) Eliminating existing majors, minors, or options. (submit with BOR program termination checklist)
- (c) Adding new minors or certificates where there is a major*
- (d) Adding new minors or certificates where there is an option in a major*
- (e) Departmental mergers and name changes
- (f) Program revisions –for minor modifications use the program modification form*
- (g) Distance or online delivery of previously authorized degree or certificate program
- (h) Adding option within an existing major or degree *
- (i) Eliminating organizational units such as departments, divisions and colleges or schools *
- (j) Consolidating existing programs and/or degree *
- (k) New certificate of 29 or fewer credits

*Requires BOR Curriculum Proposal Form submitted to the Provost’s Office (refer to http://www.umt.edu/provost/faculty/curriculum/level1/default.php)

## IV Catalog Language

If you are proposing a change to an existing program or major, please cut and paste the requirements as they appear in the current catalog below.

www.umt.edu/catalog

Please provide the proposed copy as you wish it to appear in the catalog. The Energy Auditor / Commissioning Agent Certificate of Technical Skills (CTS) prepares students for employment in the building energy efficiency industries. With an increased demand for trained energy auditors and building commissioners to work in the assessment, modelling, and verification of residential, commercial and industrial building performance this certificate has the potential to provide a pathway to career opportunities in both new construction and retrofits. Special emphasis is placed on Passivhaus standards, HVAC, with the course culminating in a HERS examination administered by a RESNET-certified professional. Students may be required to purchase tools and books.
Please **explain/justify** the new proposal or change. ↓

We are compelled to offer this new 16-credit certificate under our current $25M Department of Labor Trade Adjustment Act Community College Career Training (TAACCCT) grant entitled Strengthening Workforce Alignment in Montana’s Manufacturing and Energy Industries (SWAMMEI). Please see attached courses for full details.

| What other programs are affected by your proposal? | None |
| Obtain signatures as requested below. | |

**V Department Summary** Required if several proposals are submitted. In a separate document list program title and proposed change for all proposals. *See attached.*

**VI Copies and Electronic Submission** After all signatures have been obtained submit the signed original, and electronic file to the Faculty Senate Office, UH 221.