ACADEMIC REQUEST FORM (LEVEL I AND II) (7/17)

Please attach/submit additional documents as needed to fully complete each section of the form. Deadlines and instructions can be found on the Office of the Provost’s curriculum website.

Proposals for a NEW degree or center require notification in advance of this proposal. See the Office of the Provost’s curriculum website for information.

I. DEPARTMENT / PROGRAM

Teaching and Learning / Administrative Systems Management

II. SUMMARY OF CHANGE REQUESTED (360 WORDS MAXIMUM)

What
The Department of Teaching and Learning would like to terminate the Administrative Systems Management minor.

Why
Currently, there are no students minoring in Administrative Systems Management (according to InfoGriz), and this minor has been low enrolled for the last five years.

Resources
No resources will be removed or added. The faculty member in the Department of Teaching and Learning who oversaw the minor retired in the fall of 2016.

Relationship to similar MUS programs
N/A

III. ENDORSEMENTS AND APPROVALS

Requestor: Adrea Lawrence
Signature __________________ Date 11-04-17

Phone/ Email: 406.243.5054 / adrea.lawrence@mso.umt.edu

Program Chair: Adrea Lawrence
Signature __________________ Date 11-04-17

Other Affected Programs:
Klaus Uhlenbruck, School of Business
Signature __________________ Date 10-11-17

Dean:
Signature __________________ Date 10-11-17

Graduate School Dean (If Graduate Level)
Signature __________________ Date 10-11-17
IV. TYPE OF PROPOSAL

Any additional required forms are listed after each type of proposal and must accompany this form. Proposals for a new degree or center require notification in advance of this proposal. See the Office of the Provost's curriculum website for information and instructions.

Level I Proposals:

☐ 1a. Placing a program into moratorium (Program Termination Form)
☐ 1b. Withdrawing a program from moratorium
☐ 2. Adding, retitling, terminating or revising a campus certificate of 29 credits or fewer
☐ 3. Adding a BAS/AA/AS Area of Study
☐ 4. Offering an existing program via distance or online delivery
☐ 5. Retitling an existing postsecondary educational program
☐ 6. Terminating an existing postsecondary educational program (Program Termination Form)
☐ 7. Consolidating existing postsecondary educational programs (BOR Curriculum Proposal Form)
☐ 8. Adding a new minor where there is a major or concentration (option) in a major (BOR Curriculum Proposal Form)
☐ 9. Revising a program substantially (e.g. changing program focus) (BOR Curriculum Proposal Form)
☐ 10. Adding a temporary Certificate or AAS Degree Program Approval limited to 2 years

Level II Proposals:

☐ 11. Establishing a new postsecondary educational program (Curriculum Proposal and Reviewed Intent to Plan Form)
☐ 12. Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
☐ 13. Forming a college, division, school, department, institute, bureau, center, station, laboratory or similar unit (Curriculum Proposal or Center/Institute Proposal and Approved Intent to Plan Form)
☐ 14. Eliminating or consolidating an academic, administrative, or research unit.
☐ 15. Retitling an academic, administrative, or research unit.

V. CIP CODE (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS)

The BOR requires a CIP Code (Classification of Instructional Programs) for tracking and reporting of degrees. Use the CIP Code website to identify the most applicable code.

CIP Code: 52.0305

VI. METHOD OF DELIVERY

Will more than 50% of the proposed program be delivered via online or distance methods?
☐ Yes ☐ No

Provide a brief description of the method of instructional delivery (i.e. percentage of face-to-face, hybrid, distance/online education).
VII. CATALOG LANGUAGE

Attach the current or proposed catalog language with any changes clearly identified.

VIII. JUSTIFICATION

Provide enough information that someone without specialized knowledge can make an informed decision.

Currently, there are no students minorining in Administrative Systems Management (according to InfoGriz), and this minor has been low enrolled for the last five years. The faculty member in the Department of Teaching and Learning who oversaw the minor retired in the fall of 2016.

IX. SUBMISSION

1. Submit a hard copy of this form with all required signatures to the Office of the Provost.

2. Submit an electronic copy of this Word document, along with all other required BOR forms (in Word) to jasminezink.laine@mso.umt.edu

- After approval by the Provost, the proposal will be submitted to the Faculty Senate Office.
- After approval by the appropriate Curriculum Committee (ASCRC or Graduate Council), the full Faculty Senate must approve the proposal.
- Upon Faculty Senate approval, the Office of the Provost will submit the proposal to OCHE for the next possible OCHE/BOR meeting.
  - Note that BOR and internal UM deadlines require submission quite in advance of the BOR meeting.
- The Office of the Provost will notify the proposer once the change has been approved by OCHE/BOR.
Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: Administrative Systems Management

Program is being

___ Placed into moratorium   ___ Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.)

Y: ___ N: ___

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium?

Y: ___ N: ___

There are no students currently enrolled in the program.

b.) What is the expected graduation date of all students from the program?

N/A

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion?

N/A

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.)

Y: ___ N: ___

The faculty member who taught this program retired in the fall of 2016.

a.) Have the faculty affected by the program termination/moratorium been notified?

N/A

b.) Please describe any layoffs that will occur including the date expected?
Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

   a.) Internal Curriculum Committees
       
   b.) Faculty Senate
       
   c.) Program Public Advisory Committee
       
   d.) Articulation Partners
       X

4. Has there been any negative feedback received from students, faculty, Y: ___ N: X or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)
Administrative Systems Management Minor

Minor - Administrative System Management (Minor)

College of ED & Human Sciences

**Degree Specific Credits:** 27

**Required Cumulative GPA:** 2.0

Catalog Year: 2017-2018

**Note:** This is a non-teaching minor offered with the Department of Curriculum & Instruction in the College of Education and Human Sciences. Admission to the Teacher Education Program is NOT required.

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**Summary**

<table>
<thead>
<tr>
<th>Administrative Systems Management Minor Required Courses</th>
<th>27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours</td>
<td>27</td>
</tr>
</tbody>
</table>

**Administrative Systems Management Minor Required Courses**

**Rule:** Complete all of the following courses.

- **ACTG 201**  
  Principles of Financial Accounting  
  3

- **BGEN 235**  
  Business Law  
  3

- **BMGT 340**  
  Mgmt & Organization Behavior  
  3

- **CSCI 287**  
  Business Communications  
  3

- **CSCI 341**  
  Information Management & Design  
  3

- **CSCI 172**  
  Intro to Computer Modeling  
  3

- **ECNS 201S**  
  Principles of Microeconomics  
  3

- **EDU 472**  
  Dev Digital Rich Workplace  
  3

- **M 115**  
  Probability and Linear Mathematics  
  3

**Total Hours**  

27

**Minimum Required Grade:** C-