

Great Falls College MSU Curriculum Council Cover Sheet

Submitter Name: Elfie Neber	Date: September 16, 2024
<p style="text-align: center;">No Curriculum Council Vote Required</p> <p>Information Items</p> <p>Submit: <input type="checkbox"/> Information Item Form</p> <ul style="list-style-type: none"> Notification of accrediting body approval Notification of OCHE/BOR approval Notification of NWCCU approval Other _____ <p>Program Notifications</p> <p>Submit: <input type="checkbox"/> Terminate a program form</p> <p>Submit: <input type="checkbox"/> Place program into Moratorium form</p> <p>Submit: <input type="checkbox"/> Withdraw program from moratorium form</p> <p>Submit: <input type="checkbox"/> Place/Remove program under review form</p> <p>Course Change of Terms or Updated Course Description text only</p> <p>Submit: <input type="checkbox"/> Course Notification Form</p> <p style="text-align: center;">Curriculum Council Vote Required</p> <p>Course Modifications – new, delete, modify</p> <p>Submit: <input type="checkbox"/> Course modification form</p>	<p style="text-align: center;">Curriculum Council Vote Required</p> <p>Create New Program</p> <p>Submit: <input checked="" type="checkbox"/> New Program form</p> <p style="padding-left: 40px;"><input checked="" type="checkbox"/> New Program outcomes template</p> <p style="padding-left: 40px;"><input checked="" type="checkbox"/> New Program curriculum template</p> <p>Modify Current Program</p> <p>Submit: <input type="checkbox"/> Program modification form for:</p> <ul style="list-style-type: none"> Change to program outcomes Change of instructional modality Change sequencing or courses within the program, including prerequisites Add courses to the program Delete courses from program Change of total credits OR credits by term Change CIP code Re-title program Change degree type

Great Falls College MSU

Curriculum Council

New Program Form

Division: General Studies

Department: Social Sciences

Proposed New Program: Certificate of Technical Studies in Addictions Counseling.

Proposed Degree: Certificate of Technical Studies in Addictions Counseling

Proposed CIP code: 51.1501
(See Dena for code)

Proposed Instructional Modality: hybrid format - discuss options with your advisor

Effective Date (semester and year): Summer 2025

(Defaults to Summer of next catalog year unless other semester/year is listed above.)

Rationale of New Program (Bullet list is preferred and please attach additional pages as needed):

Please include specific needs of students, industry, job market, etc.

This program will allow master's level mental health clinicians (LCSW, LCPC, LMFT) to complete the required coursework to become licensed addictions counselors in the state of Montana without needing to enroll in the AA in Substance Abuse and Addictions Counseling degree. They would not need to complete required coursework for the AA degree that is not needed for licensure as an LAC. We have had several master's level students enroll in the program or inquire about it. They can enroll and just take the necessary CAS courses, but having the Certificate Program would formalize this process. During our last advisory board meeting, Kevin Evensen, Administrator of the Benefis Behavioral Health Department stated that their biggest need is dually licensed clinicians in both mental health and addictions counseling. This CTS would fill this industry need.

Program Outcomes

Please attach Proposed Program Outcomes (use Program Outcomes Template)

Curriculum

Please attach Proposed Program Curriculum (use Program Curriculum Template)

DRAFT April 2024

Advisory Board approval/feedback needed? ☒ Yes ☐ No ☒ Not Applicable

If yes, attach a copy of appropriate meeting notes.

The attached email was sent to the advisory board for feedback and included a poll of whether such a program was needed. 89% responded yes, 11% maybe. In addition, several community providers on the advisory board sent emails in support (see attached).

Programmatic accreditation affected?

☐ Yes ☒ No ☐ Not Applicable

If yes, please explain:

Resources Required (Are there any additional special facilities, faculty, equipment, and materials required for this program? Has the Division Director, Director of TLC, Exec Director of Operations, IT and/or Library been consulted as to the needs of the program?)


☐ Yes ☒ No ☐ Not Applicable

If yes, please explain:

Will there be fees associated with new program? ☐ Yes ☒ No ☐ Not Applicable

If yes, visit with the Executive Director of Operations.

You will be contacted for more information as the BOR, NWCCU, Dept of Education, and the Dept. of Veterans Affairs may require additional information. By signing this form, I acknowledge the potential of these additional steps.



Submitter

9/17/24

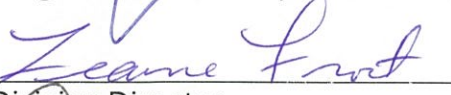
Date



Program Director/Department Chair

9/17/24

Date



Division Director

9/17/24


Date



Executive Director of Operations

9/17/2024


Date



Registrar

10-2-2024

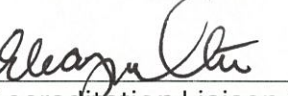
Date



Assessment Committee Chair
Copy made by Assess. Chair ☒ Yes ☐ No ☐ NA

9/17/2024

Date



Accreditation Liaison Officer

9/18/24

Date



Executive Director of Instruction

9/17/24

Date



Curriculum Council Chair

10/2/24

Date

Great Falls College MSU Curriculum Council

New Program Curriculum Template

Proposed Program and Degree	Certificate of Technical Studies in Addictions Counseling
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Will this program require prerequisites before formal acceptance?

Prerequisite: baccalaureate or advanced degree from an appropriately accredited college or university in one of the following areas: alcohol and drug studies; psychology; sociology; social work; counseling; human services; psychiatric rehabilitation; or community health;

Yes ☐ Fill out following table and proceed

No: ☒ Proceed to next page

Program Prerequisite Courses Required before formal acceptance

Course Prefix and Number	Course Title	Credits

* Indicates prerequisites needed

** Placement in course(s) is determined by placement assessment

+ Choose one of the following:

☐ A grade of C (not C-) is required for graduation

☒ A grade of C- is required for graduation

**Program Course Requirements
Required After Formal Acceptance**

Course Prefix and Number	Course Title	Credits
FIRST YEAR		
Semester (Choose Fall, Spring, or Summer): Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>		
CAS 140+	Addictions and Diversity	3
CAS 242* CAS 242*, +	Fundamentals of Substance Abuse and Addiction	3
CAS 243*+	Substance Abuse Counseling I	3
CAS 254*+	Co-occurring Disorders...	2
CAS 231 *+	Pharmacology/Addictions	3
	Credits	14
Semester (Choose Fall, Spring, or Summer) Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Summer <input type="checkbox"/>		
CAS 248*+	Substance Abuse Counseling II	3
CAS 250*+	Assessment & Case Mgmt Processes	4
CAS 252*+	Gambling & Gaming Disorders...	2
CAS 260*+	Addiction Assessment/Documentation	3
CAS 279*+	Legal, Ethical, Prof Issues in SAC	2
	Credits	14
Semester (Choose Fall, Spring, or Summer) Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>		
Semester (Choose Fall, Spring, or Summer) Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>		
Semester (Choose Fall, Spring, or Summer) Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>		
	Credits	
	Total Program Credits	28

* Indicates prerequisites needed- Prerequisites waived for students in this program based on work experience

** Placement in course(s) is determined by placement assessment

+ Choose one of the following:

Revised APRIL 2024

- ☐ A grade of C (not C-) is required for graduation
- ☒ A grade of C- is required for graduation

Will this program include suggested electives? ☐ Yes ☒ No
If yes, fill out the following table.

Suggested Electives
These courses are highly recommended in addition to standard program curriculum.

Course Prefix and Number	Course Title	Credits

- * Indicates prerequisites needed.
- ** Placement in courses(s) is determined by placement assessment.
- + Choose one of the following:
 - ☐ A grade of C (not C-) is required for graduation
 - ☒ A grade of C- is required for graduation

New Program Outcomes Template

Proposed Program and Degree	CTS in	Addictions Counseling
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Program Outcomes

In the table below, list program outcomes; add extra lines as needed.

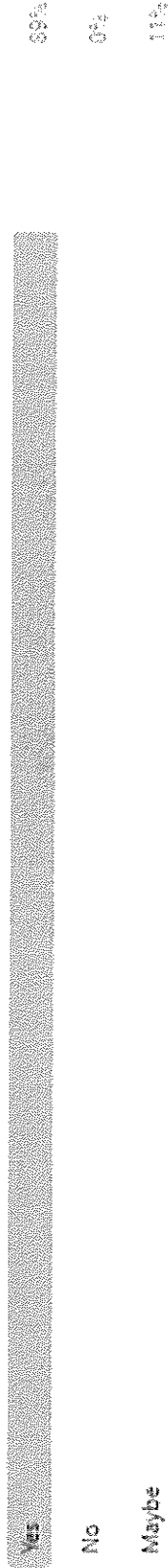
Graduates are prepared to:
1. Demonstrate entry level skill set needed to perform the duties of a licensed addictions counselor candidate and pass the licensing exam.
2. Describe the interaction between mental health and addiction and the scope of practice for an addictions' counselor.
3. Practice under the NAADAC code of ethics and understand the legal, ethical and professional issues facing addictions counselors.
4. Incorporate knowledge about cultural and socioeconomic factors and how they impact the treatment and recovery process in their practice as addictions counselors.
5. Identify treatment and recovery resources in the community and understand how to use these resources to support clients in their recovery.
6.
7.
8.
9.

Course Alignment with Program Outcomes

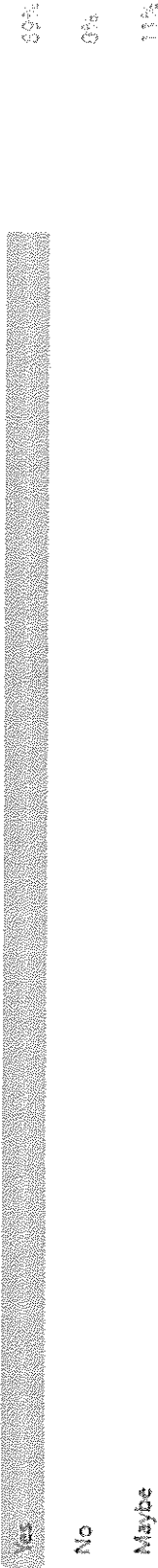
In the table below, indicate how each course will align with the intended program learning outcomes (PO), (Introduce, Reinforce, Proficient). Add columns and rows as needed.

Course Number and Name	PO #1	PO #2	PO #3	PO #4	PO #5
CAS 140-Addictions & Diversity	I, R		I, R,	I, R, P	
CAS 242-Fundamentals of Addictions Counseling	I, R	I, R	I, R	I, R	I, R,
CAS 243 Substance Abuse Counseling 1	I, R,	I, R,	I, R,	I, R,	I, R,
CAS 248 Substance Abuse Counseling 2	P	P	P	P	P
CAS 231 Pharmacology/Addictions	I, R, P	I, R, P			
CAS 252 Gambling & Gaming Disorders	I, R, P				
CAS 279 Legal, Ethical, Prof Issues in SAC	I, R, P	I, R, P	I, R, P	I, R, P	
CAS 254 Co-Occurring Disorders-Assessment & Treatment Planning	R	P	R	R	R
CAS 250-Assessment & Case Management Processes	P	P	P	P	P
CAS 260-Addiction Assessment & Documentation	P	P	P	P	P

1. Is There a need for mental health professionals in Montana who are dually licensed as mental health and addictions counselors?



2. Would you recommend GFCMSU offer a Certificate in Addictions Counseling?



3. Do you have any additional suggestions or comments?

dually licensed
community **addictions** **Thanks**

9 responses

[Back to question](#)

Poll: Your name isn't visible to anyone | Results are shared with respondents

Feedback Requested Re: Certificate in Addictions Counseling Program

Elfriede Neber <elfriede.neber@gfcmsu.edu>

Wed 9/4/2024 1:43 PM

To: Clint Houston <chouston@greatfallsmt.net>; Evensen, Kevin <KevinEvensen@benefis.org>; Andrus, Shelley <ShelleyAndrus@benefis.org>; Dean Snow <dsnow@allianceforyouth.org>; Kathryn.fletcher@mt.gov <Kathryn.fletcher@mt.gov>; Michael Cassidy <Mcassidy.MA.LAC@outlook.com>; Andrea Savage <andrea_savage@gfps.k12.mt.us>; SSGT Randi White <randi.white.1@us.af.mil>; leannadarko90@gmail.com <leannadarko90@gmail.com>; oneinamilliontoni@gmail.com <oneinamilliontoni@gmail.com>; jgd0516@gmail.com <jgd0516@gmail.com>; haleyashley8@gmail.com <haleyashley8@gmail.com>; aprilrain79@hotmail.com <aprilrain79@hotmail.com>; Lisa O' Brien <ms.lisa.obrien@gmail.com>; pat.regimbal@icloud.com <pat.regimbal@icloud.com>; corinshu@aol.com <corinshu@aol.com>; lonewolfcounseling2015@outlook.com <lonewolfcounseling2015@outlook.com>; John Rausch <johnr@manyriverswh.org>; stephanfoley@ymail.com <stephanfoley@ymail.com>; Megan Farmer <megan.farmer@dynamicrecoverymt.org>

Dear Advisory Board Member,

As you know, we've had great success with our AA in Substance Abuse and Addictions Counseling Program and there appears to be a significant demand in the community.

At the last advisory board meeting in April, one of the advisory board members spoke to me about the need that his facility has for individuals who are dually licensed as both mental health and addictions counselors. For students who already have a master's degree, there really isn't a need to complete all the courses required for the A.A. degree, but rather they only need the specific addictions counseling courses required by the Montana Board of Behavioral Health to qualify for licensure as an addiction's counselor.

As a result of this information, Great Falls College MSU is proposing that we offer a 28 credit Certificate of Technical Studies in Addictions Counseling. Students enrolled in the certificate program would only be required to take the addictions counseling courses needed to meet the Montana Board of Behavioral Health LAC licensure requirements. They would be able to complete the course work in two semesters rather than the four semesters it takes to complete the AA in Substance Abuse and Addictions Counseling Program.

My reason for writing to you today is to ask if you feel there is a need for individuals who are dually licensed as mental health professionals and addictions counselors and whether you think such a certificate program would fulfill an industry need in our community? Please take a moment and respond to the brief survey below that would help provide us with the information needed as to whether we should add such certificate program to our curriculum.

[Poll: Is There a need for mental health professionals in Montana who are dually licensed as ment](#)

Dr. Elfie Neber

She/Her

Psychology Faculty and Social Sciences Department Chair

elfriede.neber@gfcmsu.edu

406/771-4325

Re: Feedback Requested Re: Certificate in Addictions Counseling Program

Shauna Green <shaunag@greenapplecounseling.com>

Thu 9/5/2024 11:25 AM

To: Megan Farmer <megan.farmer@dynamicrecoverymt.org>

Cc: Elfriede Neber <elfriede.neber@gfcmu.edu>; Clint Houston <chouston@greatfallsmt.net>; Evensen, Kevin <KevinEvensen@benefis.org>; Andrus, Shelley <ShelleyAndrus@benefis.org>; Dean Snow <dsnow@allianceforyouth.org>; Kathryn.fletcher@mt.gov <Kathryn.fletcher@mt.gov>; Michael Cassidy <Mcassidy.MA.LAC@outlook.com>; Andrea Savage <andrea_savage@gfps.k12.mt.us>; SSGT Randi White <randi.white.1@us.af.mil>; leannadarko90@gmail.com <leannadarko90@gmail.com>; oneinamilliontoni@gmail.com <oneinamilliontoni@gmail.com>; jgd0516@gmail.com <jgd0516@gmail.com>; haleyashley8@gmail.com <haleyashley8@gmail.com>; aprilrain79@hotmail.com <aprilrain79@hotmail.com>; Lisa O' Brien <ms.lisa.obrien@gmail.com>; pat.regimbal@icloud.com <pat.regimbal@icloud.com>; corinshu@aol.com <corinshu@aol.com>; lonewolfcounseling2015@outlook.com <lonewolfcounseling2015@outlook.com>; John Rausch <johnr@manyriverswh.org>; stephanfoley@ymail.com <stephanfoley@ymail.com>

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I think it is a fantastic idea. I agree with Megan Farmer. Different programs may have offered different classes and so transcripts would be important to look at.

On Wed, Sep 4, 2024 at 4:50 PM Megan Farmer <megan.farmer@dynamicrecoverymt.org> wrote:

I think this is an absolute necessity and would be a major benefit to the community. However, it presents a challenge to advisors in interpreting what is needed in addition to the credits they may already have from bachelors or masters programs. I think analyzing those prior transcripts would be important to not duplicate coursework and expedite the certificate process.

Megan

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On Wed, Sep 4, 2024 at 1:44 PM Elfriede Neber <elfriede.neber@gfcmu.edu> wrote:

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Poll: Is There a need for mental health professionals in Montana who are dually licensed as ment

Dr. Elfie Neber
She/Her
Psychology Faculty and Social Sciences Department Chair
elfriede.neber@gfcmsu.edu
406/771-4325

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Shauna L. Green, MBA,CDVC,LCPC

Green Apple Counseling, LLC
1500 10th Ave South, Suite 200
Great Falls, MT 59405
Office: 406.866.0350
Fax: 406.403.0263

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Re: Feedback Requested Re: Certificate in Addictions Counseling Program

Megan Farmer <megan.farmer@dynamicrecoverymt.org>

Wed 9/4/2024 4:50 PM

To:Elfriede Neber <elfriede.neber@gfcmu.edu>

Cc:Clint Houston <chouston@greatfallsmu.net>;Evensen,Kevin <KevinEvensen@benefis.org>;Andrus,Shelley <ShelleyAndrus@benefis.org>;Dean Snow <dsnow@allianceforyouth.org>;Kathryn.fletcher@mt.gov <Kathryn.fletcher@mt.gov>;Michael Cassidy <Mcassidy.MA.LAC@outlook.com>;Andrea Savage <andrea_savage@gfps.k12.mt.us>;SSGT Randi White <randi.white.1@us.af.mil>;leannadarko90@gmail.com <leannadarko90@gmail.com>;oneinamilliontoni@gmail.com <oneinamilliontoni@gmail.com>;jgd0516@gmail.com <jgd0516@gmail.com>;haleyashley8@gmail.com <haleyashley8@gmail.com>;aprilrain79@hotmail.com <aprilrain79@hotmail.com>;Lisa O' Brien <ms.lisa.obrien@gmail.com>;pat.regimbal@icloud.com <pat.regimbal@icloud.com>;corinshu@aol.com <corinshu@aol.com>;lonewolfcounseling2015@outlook.com <lonewolfcounseling2015@outlook.com>;John Rausch <johnr@manyriverswh.org>;stephanfoley@ymail.com <stephanfoley@ymail.com>;trudy.nelson@illuminationrecovery.com <trudy.nelson@illuminationrecovery.com>

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Dr. Elfie Neber

She/Her

Psychology Faculty and Social Sciences Department Chair

elfriede.neber@gfcmsu.edu

406/771-4325



Great Falls College MSU provides high-quality educational experiences supporting student success and meeting the needs of our community.



RE: Feedback Requested Re: Certificate in Addictions Counseling Program

Jennifer Whitfield <jenniferw@manyriverswh.org>

Thu 9/5/2024 8:01 AM

To: Elfriede Neber <elfriede.neber@gfcmsu.edu>

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Good morning,

My quick answer is yes! I will take the survey and share with my Director team as well for their input.

Thanks for sharing,
Jennifer

From: Elfriede Neber <elfriede.neber@gfcmsu.edu>

Sent: Wednesday, September 4, 2024 3:02 PM

To: Jennifer Whitfield <jenniferw@manyriverswh.org>

Subject: Feedback Requested Re: Certificate in Addictions Counseling Program

This notice was automatically added to this email because it is coming from outside Many Rivers Whole Health's domain, even if the sender's address seems to be from @center4mh.org or @manyriverswh.org. If the sender is alleging to be a MRWH employee or has an outside email address, at a minimum, please take these precautions.

- **Do not click on anything in an unsolicited email or text message.**
- **Do not forward or reply to the email.**
- **Verify, using means outside of the email, to confirm the request is legitimate.**

If there are any questions or concerns, please contact the Helpdesk. 791-9593 or email helpdesk@manyriverswh.org

Original Message:

Dear Jennifer,

As you may know, we've had great success with our AA in Substance Abuse and Addictions Counseling Program and there appears to be a significant demand in the community.

At the last advisory board meeting in April, one of the advisory board members spoke to me about the need that his facility has for individuals who are dually licensed as both mental health and addictions counselors. For students who already have a master's degree, there really isn't a need to complete all the courses required for the A.A. degree, but rather they only need the specific addictions counseling courses required by the Montana Board of Behavioral Health to qualify for licensure as an addiction's counselor.

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Dr. Elfie Neber

She/Her

Psychology Faculty and Social Sciences Department Chair

elfriede.neber@gfcmu.edu

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Great Falls College MSU provides high-quality educational experiences supporting student success and meeting the needs of our community.

ADDICTION SPECIFIC COURSES **LICENSED ADDICTION COUNSELOR (LAC) or LAC CANDIDATE**

Instructions

This section must be completed by the applicant and is an attestation that the 330 hours of addiction specific courses required under board rule have been completed. Applicants must list the addiction studies courses that meet each required content area. Per board rule, the courses could have been taken as part of the degree(s) and/or outside of the degree. Staff will review this form in conjunction with the official transcript(s) and/or course completion certificates submitted by the applicant. **One semester credit equals 15 hours and one quarter credit equals 10 hours.**

You can scan and upload this form and upload proof of courses taken outside of your degree directly to your [online application/account](#) or e-mail it to dlibsdhelp@mt.gov (scanning and uploading the documents yourself is the most efficient method).

Important Instructions on Organizing Your Proof of Course Completion Documents for Submission with your Application: When you submit documents for proof of courses taken that are not part of an official college transcript you are required to organize those course completion documents in the same chronological order as you list them on this form. Organizing your documents facilitates the review process. If you do not organize your documents in chronological order as described then staff will contact you and require you to resubmit which will add delays to the application review process.

Required Content Area	Course Title/Name	Number of Hours Earned (see quarter/semester conversion to hours above)	College/University Where Course Was Taken or Name of Course Provider	Course Number (if applicable)
AREA #1 Chemical dependency assessment and patient placement - must include chemical dependency assessment, biopsychosocial testing, diagnosis, referrals, and patient placement (60 hours required)	Assessment and Case Management Processes	4 credit	Great Falls College MSU	CAS 250
AREA #2 Counseling (90 hours required)	Substance Abuse Counseling I Substance Abuse Counseling II	3 credit 3 credit	Great Falls College MSU	CAS 243 CAS 248

Required Content Area	Course Title/Name	Number of Hours Earned (see quarter/semester conversion to hours above)	College/University Where Course Was Taken or Name of Course Provider	Course Number (if applicable)
<u>AREA #3</u> Pharmacology-must include drug classification, effects, detoxification, and withdrawal (30 hours required)	Pharmacology/Addictions	3 Credit	Great Falls College MSU	CAS 231
<u>AREA #4</u> Ethics (10 hours required)	Legal, Ethical, and Professional Issues in Substance Abuse Counseling	2 Credit	Great Falls College MSU	CAS 279
<u>AREA #5</u> Alcohol and drug studies (30 hours required)	Fundamentals of Substance Abuse	3 Credit	Great Falls College MSU	CAS 242
<u>AREA #6</u> Treatment planning and documentation (30 hours required)	Addiction Assessment/Documentation	3 credit	Great Falls College MSU	CAS 260

Required Content Area	Course Title/Name	Number of Hours Earned (see quarter/semester conversion to hours above)	College/University Where Course Was Taken or Name of Course Provider	Course Number (if applicable)
AREA #7 Multicultural competency-must include knowledge of and sensitivity to the cultural factors and needs of diverse populations and demonstrates competency in applying culturally relevant skills (20 hours required)	Addictions and Diversity	3 credit	Great Falls College MSU	CAS 140
AREA #8 Co-occurring disorders (30 hours required)	Co-Occurring Disorders-Assessment & Treatment Planning	2 credit	Great Falls College MSU	CAS 254
AREA #9 Gambling/gaming disorder assessment and counseling (30 hours required)	Gambling and Game Disorders in Substance Abuse Counseling	2 Credit	Great Falls College MSU	CAS 252
TOTAL HOURS FROM "NUMBER OF HOURS EARNED" COLUMN Note: Total must equal 330 with requisite hours in each of the nine areas to meet minimum requirements.				