UNIVERSITY OF
MONTANA
FACULTY SENATE

To: All Faculty

From: Faculty Senate Office

Date: August 21, 2023

Re: Fall 2023 Curriculum Proposals Memo – submission deadline 9/22/23

Introduction

All curriculum changes are now routed for review through **CourseLeaf** – our new curriculum inventory management software. CourseLeaf replaces both CourseDog and eCurr, which are no longer operational. Please note that CourseLeaf has *four different points of entry* depending upon the nature of the changes sought – please refer to the [CourseLeaf Handbook](#) for detailed guidance.

The fall curriculum deadline for submission to the Faculty Senate is Friday, **September 22**, 2023 for most (not all) changes to be implemented by the fall semester of 2024. Please allow time for the department chair and the college dean of all impacted programs to provide their approval via **CourseLeaf** prior to this deadline. Please refer to the [Effective Date of Approved Curriculum](#) for further information.

The curriculum review process contains multiple steps, beginning with the department chair and the college dean – and the graduate school where appropriate. Next, all curriculum changes are reviewed by the appropriate standing committee of the Faculty Senate and then voted on by the full Senate. Some (not all) curriculum changes move on to the Office of the Commissioner for Higher Education (OCHE) and the Board of Regents (BOR). These must be approved by the Provost and the President before they are submitted to OCHE for final approval. Depending upon the level of proposed change, the entire review process can take anywhere from 6 months to 2 years. Please refer to the [Faculty Senate Curriculum Review Overview](#) and the [MUS Academic Affairs Procedural Guidebook](#) for further information.

Timelines

The timeline from initial proposal to implemented change varies substantially depending upon the type of change and the depth of review that is required. The longest timeline is for proposals that must begin with the RTP – plan for a **minimum** of 18 months. Changes that do not require OCHE/BOR approval can often be accomplished within a single academic year.

The *September 22nd deadline* provides time for the standing committees and the Faculty Senate to complete the approval process and for the registrar's office to implement the changes prior to registration for the next academic year (which begins in March.) Proposals that require notice only to OCHE (Level I - Campus approvals)

follow this same timeline. Proposals that require approval from OCHE (Level I - OCHE approval, and all Level II) require more time to implement due to the two- to three-month lag time between submission to OCHE and receipt of approval.

Please note that proposals can be submitted at any time; however, if they are received after September 22nd, the timing of their movement through the approval process is less predictable and their inclusion in the catalog and/or program implementation the following academic year is unlikely.

Please note that proposals requiring a Request to Plan (RTP) are considered by OCHE and the BOR just four times per year, coinciding with the September, November, March, and May BOR meetings. The deadline for submitting the RTP to OCHE (via the President's office) is roughly two months prior to the date of the meeting. While the RTP does not require Faculty Senate approval, it does require approval of the department chairs and college deans of all impacted units, as well as the Provost and the President.

Types of Change Proposals

- Courses
    - New Courses
        - Including General Education designation and Writing Courses
        - Remember to check the Common Course Numbering (CCN) listing for available course numbers and potential equivalents
        - Consider Diversity, Equity, and Inclusion Taskforce syllabi statement recommendations
    - Changes to existing courses
        - Editorial Catalog Changes do not require approval – email these directly to Troy Morgan, Associate Registrar
        - Renewal of General Education designation (including Writing Courses)
            - Rolling review of Group XI: Natural Science courses, as well as courses in provisional or extension status will be considered this fall
    - Deleting obsolete courses

- Programs
    - New Programs – *pre-planning with the Provost's office is recommended*
        - Level 1 – new certificates, associates, and minors
        - Level 2 – new degrees/majors which require prior approval of a Request to Plan (RTP)
    - Changes to existing programs
        - Level 1 – retitling, revising, consolidating, and offering online delivery
        - Level 2 – permanent authorization of associates, and exceeding 120 credits (no RTP required)
    - Terminating or placing into moratorium – Level 1

Questions and Guidance

As a public institution, changes to the curriculum at the University of Montana must follow the policies and procedures established by the Montana University System (OCHE and BOR) and by the UM Faculty Senate. These policies and procedures are intended to protect the academic integrity of our institution. Please be patient with this process as it can often seem unnecessarily lengthy and complex. We are here to answer your questions and provide you with the guidance you need to make the process as trouble-free as possible. Please do not hesitate to reach out to the Faculty Senate office, the Office of the Provost, and the Office of the Registrar at any time during the process.

Cindy Marbut – Faculty Senate Program Manager

Megan Burns – Academic Policy Manager (Office of the Provost)

Troy Morgan – Associate Registrar