MEMORANDUM

DATE: April 12, 2016

TO: Deans, Department Chairs, Program Directors

FROM: Perry J. Brown, Provost and Vice President for Academic Affairs

SUBJECT: New BOR/OCHE procedures for creation of centers & degree programs

The Office of the Commissioner of Higher Education (OCHE) and the Board of Regents have recently revised their process for the submission of proposals for a new center or degree. These changes are intended to give all institutions across the Montana University System (MUS) earlier notice of upcoming proposals and more time to discuss potential center and degree programs throughout the University system. The purpose of this is to uncover potential concerns up front, before actual submission.

We anticipate that the advance notice provided by this new planning process should lead to better quality proposals that will be more easily reviewed by Faculty Senate and the Board of Regents. However, OCHE’s new process will have significant effects on our internal timing for the submission of proposals for the creation of new centers and degree programs (including certificates, options, minors, majors). **To meet OCHE/BOR requirements, new deadlines are in effect immediately and will require your attention for the submission of proposals this spring.** Proposals that do not meet these deadlines will not be accepted by OCHE in the upcoming year, except under exceptional circumstances.

Level I and II proposals that are not related to new degrees, such as retitling or terminating a program, do not need a paragraph description or Intent to Plan form. Course-level changes or small program modifications that do not need to be sent to the Board of Regents will not be affected by these new procedures.

Comprehensive instructions can be found on the Office of the Provost’s Curriculum Proposal Website. If you have questions, please contact Jasmine Zink Laine (243-6135, jasminezink.laine@mso.umt.edu).

The timeline given below outlines the schedule for new center and degree program proposal preparation and submission, effective now.

Thank you for your prompt attention to this matter.
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| As soon as a new degree is considered  
(Due no later than **April 25** to both Dean & Provost)  
Due to OCHE by **May 1** or they will not consider the proposal in the next fiscal year. | One-paragraph description of new program  
(include title, offering department/program, & short description of the nature of the contemplated program) | This one-paragraph description will be added to the potential programs list maintained by OCHE and available to other MUS institutions for their information and comment. |
| **Can be submitted at any point**  
during the year but no later than **April 30** to Dean*  
in order to get through UM’s yearly internal approval process for FY 2017.  
*To the extent possible please try to implement this schedule for fall 2016 submissions. We realize this year will require flexibility. | **Intent to Plan form** | Deans will work with faculty proposers and Department Chairs to ensure the proposals align with the directions and priorities for their schools/colleges. |
| **May 15** Dean forwards to Provost | **Intent to Plan form** | Intent to plan forms will be submitted to OCHE by the Provost and reviewed monthly by all of the Chief Academic Officers in the MUS. Following approval, the Provost’s Office will notify proposers that they may proceed to develop a full proposal and if any other campuses in the MUS need to be consulted. Campuses will have up to 18 months for proposal development and campus governance review. |
| **late August** to Dean | **Draft of Complete Proposal** | Deans should have at least two weeks’ time to review draft proposals before they are sent to the Office of the Provost for review. |
| **September 15** to Provost | **Complete proposal**  
Incomplete and incorrect proposals will be returned, so please utilize the curriculum website, ask questions and allow time for any needed revision by the deadline. | The Office of the Provost will review proposals endorsed by deans. Approved proposals will be submitted to the Faculty Senate for UM’s internal review process. |
cc: Bill Borrie, Chair, Faculty Senate
    John DeBoer, Chair-Elect, Faculty Senate
    Department Administrative Associates

PJBR:zlj
brownmem494 Curriculum Deadline Change