LEVEL I FORM (4/15)

Please attach/submit additional documents as needed to fully complete each section of the form. See information about Level I Proposals.

I. DEPARTMENT / PROGRAM

Department of Curriculum and Instruction, Elementary Education

II. SUMMARY

The Department of Curriculum and Instruction of the Phyllis J. Washington College of Education and Human Sciences currently offers a bachelor of arts degree in Education with an option in Elementary Education. This request is seeking to eliminate the option in Elementary Education and change the name of the degree to a Bachelor of Arts in Elementary Education.

Curriculum and Instruction historically offered three different formal options within the BA in Education. The Business Education option was eliminated in 2005 and the Secondary Education option was eliminated many years prior, leaving only the Elementary Education option remaining. Therefore, the department is proposing to change the name of the degree from Education to Elementary Education to better reflect the program students complete and the degree awarded.

III. ENDORSEMENTS AND APPROVALS

Requestor: Georgia A. Cobbs
Signature: [Signature]
Phone/Email: 406-243-6052 georgia.cobbs@mso.umt.edu
Program Chair: Georgia A. Cobbs
Signature: [Signature]

*Other Affected Programs:

Professional Education Council
Signature: [Signature]
Date 9-25-15

Dean: Susan Harper-Whalen
Signature: [Signature]
Date 9-25-15

Provost’s Office: [Signature]
Date 10/3/15

* Are affected because of: (a) required courses including prerequisites or corequisites, (b) perceived overlap in content areas, or (c) cross-listing of coursework.

After the Faculty Senate approves the proposal on a consent agenda the Provost’s Office forwards the item for Board of Regents approval at the next possible meeting.
IV. TYPE OF LEVEL I PROPOSAL

☑ Retitling existing majors, minors, options, or certificates
☑ Eliminating existing majors, minors, or options. (submit with BOR program termination checklist)
☐ Adding new minors or certificates where there is a major or an option in a major*
☐ Campus Certificates: Adding, retitling, terminating or revising a certificate of 29 or fewer credits
☐ Revising a program* (for minor modifications use the program modification form)
☐ Distance or online delivery of previously authorized degree or certificate program
☐ Consolidating existing programs and/or degrees *
☐ Placing a program into moratorium
☐ Withdrawing a program from moratorium
☐ Adding BAS/AA/AS Area of Study
* ☐ Must submit with BOR Curriculum Proposal Form

V. CATALOG LANGUAGE

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

VI. JUSTIFICATION

The Department of Curriculum and Instruction previously offered three different options within the BA in Education degree. The Business Education option was eliminated in 2005 and the Secondary Education option was eliminated many years prior, leaving only the Elementary Education option remaining. Therefore, the department is proposing to change the name of the degree to a BA in Elementary Education to better reflect the program students are completing and the degree awarded. Additionally, options do not appear on a student diploma so this will allow these documents to show a degree in Elementary Education rather than simply Education.

VI SUBMISSION

Submit the complete Level I proposal to the Provost's Office for initial review. After all signatures have been obtained, submit original, and an electronic file to the Faculty Senate Office, UH 221, camie.fcoos@mso.umt.edu
Level I proposals also require Board of Regents approval. The appropriate BOR forms must be submitted with this proposal.
Montana Board of Regents

ACADEMIC PROPOSAL REQUEST FORM

Item Number: XXX-XXXX-XXXXX
Institution: University of Montana
Program Title: BA in Elementary Education
Meeting Date: ____________________________
CIP Code: ________________________________

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the Academic Affairs Handbook.

A. Notifications:

1a. Placing a program into moratorium (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

1b. Withdrawing a program from moratorium

2. Intent to terminate an existing major, minor, option or certificate – Step 1 (Phase I Program Termination Checklist)

3. Campus Certificates- Adding, re-titling, terminating or revising a campus certificate of 29 credits or less

4. BAS/AA/AS Area of Study

B. Level I:

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

✓ 1. Re-titling an existing major, minor, option or certificate

2. Adding a new minor or certificate where there is a major or an option in a major (Curriculum Proposal Form)

3. Revising a program (Curriculum Proposal Form)

4. Distance or online delivery of an existing degree or certificate program

✓ 5. Terminating an existing major, minor, option or certificate – Step 2 (Completed Program Termination Checklist)

Temporary Certificate or AAS Degree Program

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.
Montana Board of Regents

ACADEMIC PROPOSAL REQUEST FORM

C. Level I with Level II Documentation:

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

1. Consolidating existing programs and/or degrees (Curriculum Proposal Form)

D. Level II:

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

1. Re-titling a degree (ex. From B.A. to B.F.A)

2. Adding a new minor or certificate where there is no major or option in a major (Curriculum Proposal Form)

3. Establishing a new degree or adding a major or option to an existing degree (Curriculum Proposal Form)

4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating)

5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit

Specify Request: This document constitutes notice of the change in the degree in elementary education from a BA in Education with an option in Elementary Education to a BA in Elementary Education. This degree currently exists and is administered in the Department of Curriculum and Instruction in the Phyllis J. Washington College of Education and Human Sciences at the University of Montana.