Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: XXX-XXXX-XXXXX  Meeting Date: _______________________

Institution: University of Montana, Missoula  CIP Code: _______________________

Program Title: Parks, Tourism and Recreation Management

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:

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

   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)

   X 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

   X 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.
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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:

The Parks, Tourism and Recreation Management program is requesting to add a 15 credit distance education graduate certificate in protected area management titled: Protected Area Distance Education Program (PADEP).

The proposed graduate certificate provides students and professionals with training and expertise in the key topics related to protected area management. Courses will be taught online in a distance education format and will cover the history and philosophy of the global protected area system, laws and policy, and international conventions. Detailed attention is paid to management planning, managing visitors and tourists, the ecological imperatives of protected areas, sustainability and community-based conservation. Taken together these courses provide the necessary foundation for students to pursue careers in protected area management. Courses are offered via distance learning (online and correspondence) through the College of Forestry and Conservation.
ACADEMIC REQUEST FORM (LEVEL I AND II)  (4/16)

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

Parks, Tourism and Recreation Management

II. SUMMARY OF CHANGE REQUESTED

The proposed graduate certificate provides students and professionals with training and expertise in the key topics related to protected area management. Courses will be taught online in a distance education format and will cover the history and philosophy of the global protected area system, laws and policy, and international conventions. Detailed attention is paid to management planning, managing visitors and tourists, the ecological imperatives of protected areas, sustainability and community-based conservation. Taken together these courses provide the necessary foundation for students to pursue careers in protected area management. Courses are offered via distance learning (online and correspondence) through the College of Forestry and Conservation. The first four courses listed provide the necessary principles and concepts for protected area managers and the final course offers students the opportunity to apply those principles and concepts in a real world context through a combination of field investigation, literature review and the development of an action plan. This course will serve as the capstone for the certificate.

To earn a Graduate Certificate in Protected Area Management, students must successfully complete the five courses listed below for a total of 15 credits:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTRM 525 Foundations of Protected Area Management</td>
<td>3</td>
</tr>
<tr>
<td>PTRM 526 Protected Area Planning in an Era of Turbulence and Complexity: Concepts and Principles</td>
<td>3</td>
</tr>
<tr>
<td>PTRM 528 Tourism and Protected Area Management: Striving for Sustainability</td>
<td>3</td>
</tr>
<tr>
<td>PTRM 527 Global Ecology, conservation and natural resource management in a Changing World</td>
<td>3</td>
</tr>
<tr>
<td>PTRM 529 Applied principles and concepts in protected area management</td>
<td>3</td>
</tr>
</tbody>
</table>
Note: Each graduate course requires student to submit original research paper.

III. ENDORSEMENTS AND APPROVALS

Requestor: 
Signature _____________________________ Date ____________

Phone/ Email: 
Signature _____________________________ Date ____________

Program Chair: 
Signature _____________________________ Date ____________

Other Affected Programs: 
Signature _____________________________ Date ____________

Signature _____________________________ Date ____________

Dean: 
Signature _____________________________ Date ____________

Graduate School Dean (If Graduate Level) 
Signature _____________________________ Date ____________

Library Dean (Req. for #11 below only) 
Signature _____________________________ Date ____________

☒ Resources included in the proposal are sufficient to adequately support the new program’s library needs.

Provost: 
Signature _____________________________ Date ____________

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 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
These include both public and private protected areas. In addition, PTRM graduate students enrolled in the MS in Recreation Management would also benefit from being able to obtain this certificate as part of their coursework towards a MS degree at UM. Finally, a graduate certificate in protected area management will improve on-the-ground planning and management of protected areas around the world.

**IX. SUBMISSION**

Submit a hard copy of this form with all required signatures to the Office of the Provost. Please also 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.
3. Forming a college, division, school, department, institute, bureau, center, station, laboratory or similar unit (Curriculum Proposal or Center/Institute Proposal and Reviewed Intent to Plan Form)

4. Eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit.

5. Retitling a college, division, school, department, institute, bureau, center, station, laboratory or similar 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: ______03.02______

VI. METHOD OF DELIVERY

Will more than 50% of the proposed program be delivered via online or distance methods?

☐ Yes ☐ No

VII. CATALOG LANGUAGE

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

The Protected Area Distance Education Program (PADEP) graduate certificate provides students and professionals with training and expertise in the key topics related to protected area management. Courses will be taught online in a distance education format and will cover the history and philosophy of the global protected area system, laws and policy, and international conventions. Detailed attention is paid to management planning, managing visitors and tourists, the ecological imperatives of protected areas, sustainability and community-based conservation. Taken together these courses provide the necessary foundation for students to pursue careers in protected area management. Courses are offered via distance learning (online and correspondence) through the College of Forestry and Conservation.

VIII. JUSTIFICATION

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

For several years now, protected area managers from around the world have been calling for increased course offerings and certificate programs that focus on protected area management. The College of Forestry and Conservation, through the International Seminar on Protected Area Management (ISPAM) has partially filled this need. However, there continues to be a call by professionals for a certificate program in protected area management and this proposal seeks to meet the need for more in depth training in a range of topics related to protected areas and their planning and management. These professionals are located all over the world and thus cannot complete such training in person. Therefore, this certificate program is designed to be delivered entirely online via a distance education model. Upon completing the required coursework, students will be prepared for positions managing various protected areas all over the world.
Hi Shonna and Mike. You are correct on all counts. Keith and I will need to meet and discuss the implementation. If you need a name for the paperwork, please use mine and we will change it if Keith objects. We do intend to pay a TA out of the funds but this would supplement the CFC TA pool, not use one of them.

Best,

Wayne Freimund

Professor of Parks and Protected Area Management
The University of Montana
www.cfc.umt.edu

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Hi Wayne and Keith,

I was asked by Mike to send you both an email about the (PADEP) proposal. He had a few questions and wanted to reaffirm what was decided on from the March 5th faculty meeting minutes.

There will not be any CFC funds, staff or TA allocations for this certificate. The teaching for this will not be part of the regular faculty teaching load, but would be considered for FEC (possible service).

Some follow up - was there more thought about and advisory committee for this certificate? Who will be doing the administration and implementation of this certificate Wayne or Keith?

Mike is ready to sign this request, but he just wants to verify that everyone is on the same page with this certificate.

Thanks for your time,
Shonna