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

English – Teaching English as a Second Language

II. SUMMARY OF CHANGE REQUESTED

Request to place the English major option of Linguistics – Teaching English as a Second Language program in moratorium due to the offerings of Linguistics major options within the Anthropology and English Department and Teaching English as a Second Language teaching minor and certificate program. See below ("Justification") for more details regarding these programs.

III. ENDORSEMENTS AND APPROVALS

Requestor: Maria Mangold, English Department
Phone/ Email: 243-6976; maria.mangold@umontana.edu

Program Chair: Beverly Chin

Other Affected Programs:
- Anthropology Department, Tully Thibeau
- Linguistics Program, Mizuki Miyashita
- Dean: Chris Comer
- Graduate School Dean (If Graduate Level)
- Library Dean (Req. for #11 below only)

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

Provost:

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
13. 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)
14. Eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit.
15. 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:

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.

VIII. JUSTIFICATION

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

The University of Montana offers both a Teaching English as a Second Language teaching minor and a Teaching English as a Second Language certificate program. The teaching minor must accompany a teaching major and leads to licensure through the College of Education. The certificate program optimally serves students who wish to teach abroad and, thus, do not require licensure through the state of Montana. Given that these two existing options (the teaching minor and the certificate) fulfill the needs of both licensure-seeking students and non-licensure-seeking students, the English major option in Teaching English as a Second Language is obsolete and should be removed from the 2017-18 course catalog.
The existence of this major option confuses students because it is not a stand-alone route to teaching licensure. Through careful advising, the English Department currently dissuades students from pursuing this option and, instead, steers them toward either the teaching minor or certificate program or encourages them to pursue a Linguistics minor or major either through the Anthropology Department (major option: Linguistics) or the English Department (major option: General Linguistics).

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@msou.msu.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.
Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: Linguistics – Teaching English as a Second Language, major option in the English Department

Program is being __X__ Placed into moratorium ____ Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y: ____ N: __X__

   a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y: ____ N: ____

   b.) What is the expected graduation date of all students from the program?

   c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y: ____ N: ____

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y: ____ N: __X__

   a.) Have the faculty affected by the program termination/moratorium been notified? Y: ____ N: ____
b.) Please describe any layoffs that will occur including the date expected?

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

   a.) Internal Curriculum Committees

      X

   b.) Faculty Senate

      X

   c.) Program Public Advisory Committee

      NA

   d.) Articulation Partners

      NA

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)

   Y: ____ N: ____