



Procedure Criteria for Evaluating Curriculum Changes

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References:	Procedures 201.30.1 and 201.30.2
Approved by:	ASCRC and Graduate Council

Purpose: These criteria are intended to facilitate a prompt but thorough curriculum review process. Careful review will be conducted in subcommittees comprised of members from the relevant disciplines according to Procedure 201.30.2. The full Committees (ASCRC and Graduate Council) utilize the consent agenda process to review only those proposals that a subcommittee has red-flagged, that are opposed by an affected department or program, or that a full committee member may have additional information and concerns about.

Affected Departments and Programs: Many curriculum proposals affect other departments or programs. Such affected departments or programs cannot veto a curriculum proposal, but they must be consulted, and evidence of this consultation must be contained in the proposal. If any affected department or program opposes a curriculum proposal, this must be discussed at a meeting of ASCRC and/or Graduate Council. Some examples why departments or programs may be affected:

- They offer required courses (including required pre-requisite and co-requisite courses).
- A course is cross-listed with them.
- There is a perceived overlap in content area.
- A proposal affects a teaching major or minor (in which case the Professional Education Council and the Department of Teaching and Learning are affected).
- A department or program currently offering a course is affected if another department or program proposes to begin offering this course.
- If a course is offered by more than one department (e.g., both on the Mountain Campus and at Missoula or Bitterroot College), and if one of the offering departments proposes a change to the course, the other departments are affected.

New Course Proposals or Changes to Existing Courses: See Procedure 201.30.1.

New Programs or Program Modifications: The Program Modification form is used for minor changes to programs, such as adding a course requirement for the major. Level I & II program changes require Board of Regents approval and additional forms (refer to the instructions by the Provost's Office at <http://www.umt.edu/provost/faculty/curriculum/default.php>). Program changes are reviewed for transparency and compliance with University, MUS, and Accreditation standards. Catalog language must accurately represent the total credits required to complete the program. The program description should articulate efficiently with the Electronic Catalog and Degree Audit.

Criteria for Program Review: Listed below are the main criteria for reviewing program changes. Reviewers can consider other relevant factors, and all parties involved in the curriculum review process, including the proposer, may ask reviewers to consider additional criteria.

1. The reviewer should first ensure that the application is complete according to the instructions provided by the Provost's Office and Faculty Senate. See "Forms and Instructions" under "Curriculum Review" on the Faculty Senate website, <http://www.umt.edu/facultysenate/curriculum/forms.php>.
2. The justification should describe how the proposed new program (or revision) contributes to the mission of the University and the unit (department, school, etc.). The proposed new program or program change should have a minimal impact on other campus or Montana University System programs; or an impact justification should be included.
3. Completion of the program should be reasonable and achievable within the prescribed time frame for the degree or certificate (e.g., 4 years @ 15 credits per semester). Compliance with institutional and Board of Regents policies for credit limits (minimum and maximum) overall and within degree requirements should be assured.
4. The required courses for the program curriculum should exist in the current UM course catalog, or new courses necessary for the program should be proposed in e-Curr for concurrent review with the proposed program.
5. Existing courses should be consistent with the proposed program curriculum. There should be no course requirements that are not included or clearly described in the program (e.g., "hidden prerequisites" of a required course that are not included in the program proposal or description).
6. Required internships and accreditations/certifications should be included in the curriculum and clearly defined in the program description. Extracurricular requirements should be clearly defined. The student effort for these internships/requirements should be proportional to credits received, or if credits are not earned the effort should be included in the estimated time for completion of the degree/certificate and this should be noted in the program description. If these requirements result in additional costs to students (e.g., because of a national certification exam), this should be noted in the program description.
7. The unit should be capable of delivering the proposed curriculum. While staffing and teaching assignments are the purview of the administration, the unit must demonstrate that all the necessary resources (human and otherwise) are available so the program can be delivered and completed in a reasonable manner and time frame.
8. Have all affected departments and programs been consulted?