



<b>Procedure</b>	<b>Rubric Creation Process and Criteria</b>
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Procedure Number:	201.75
Date Adopted:	2/13/14
Last Revision:	4/14/16
Approved by:	Faculty Senate
Reference:	Common Course Numbering Administrative Guidelines: XVI. Procedures for Proposing New Prefixes or Moving Courses Within Prefixes

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### Background

Adopting a common course numbering system across the Montana University System created the need for a mechanism to monitor the creation of new rubrics for courses.

### Process

1. Units propose new rubrics to the campus curriculum committees on program modification forms. The proposal should note whether the rubric is proposed for use at the campus-only or Montana University System Level. The request should clearly and succinctly justify the need for a new prefix.
2. After review and approval the curriculum committee will submit a summary of program modifications to the Faculty Senate for vote.
3. Once approved the recommended rubric is forwarded to OCHE for approval and inclusion in the common course numbering matrix to be used throughout the MUS.

### Rubric Criteria

A new rubric must meet the following criteria:

1. The courses do not fit in any existing rubrics at the campus or MUS level.
2. The rubric is distinct from existing rubrics.
3. It offers a unique and attractive opportunity for study that will promote the University.
4. It is organized around a clear, coherent, and focused area of study.
5. It will be recognizable and meaningful outside of the campus environment.

According to Section XVI of the Montana University System Common Course Numbering Administrative Guidelines, a request for a system-level rubric may not:

- Break existing course alignments;
  - For instance a new course proposed under a new rubric cannot duplicate an existing course, and an existing course that is aligned with another course cannot be moved to a new rubric.
- Duplicate courses (80% equivalency rule) that already exist in the system
- Overlap an existing prefix area of study by 50%; or
- Be for a subdiscipline within a specific department or program area
  - For example, the Economics Department could not create a new system wide rubric for courses on macroeconomics because other units in the Montana University System offer macroeconomics courses under the standard ECNS rubric.

Exceptions to Board of Regents policies on creating new system wide rubrics may be considered if

- The request for a new prefix has system-wide faculty consensus in that area of study and any other affected areas of study;
- The requested prefix would hold courses that lead to a specific degree not already existing in the MUS;
- The faculty provides objective metrics indicating the current placement of the course or courses is having negative effects on a department or program (e.g. decreased enrollment).