

Executive Summary

Changes to the Board of Regents' Academic Proposal Process

Office of the Commissioner of Higher Education (OCHE)

March 2016

All Academic Items will fall into one of two categories: Level I Items or Level II Items. Please note the various items and their classification below:

Level I Items

Campus Approvals-Items approved on the campus and then notified to OCHE/Board of Regents (BOR).

- Placement into /withdraw from moratorium (Program Termination/Moratorium Checklist required for placement into moratorium)
- Campus Certificates-Adding, re-titling, terminating or revising a campus certificate of 29 credits or less
- Distance or online delivery of an existing degree or certificate program

OCHE Approvals-Items approved by the Commissioner or his designee and notified to the BOR

- Re-titling an existing major, minor, option, or certificate
- Terminating an existing major, minor, option or certificate (1 step process)
- Consolidating existing programs/degrees
- Adding a new minor where there is a major or an option in a major
- Revising a Program
- Temporary Certificate or AAS degree program

Level II Items

- Establishing a new postsecondary educational program (Changing the type of degree, ex. MA to MBA, is considered creating a new degree)
- Exceeding the 120 credit maximum for baccalaureate degrees (Exception to policy 301.11)
- Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit
- Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit

The review and approval process for Level I and Level II items is described below:

Level I Items

All Level I academic items will be accepted by OCHE on a rolling basis and processed monthly. Once a month, OCHE will process all Level I items received during the last 30 day period. **Note: All items must be submitted to OCHE by the Flagship or Community College President or their designee.** All items

submitted must contain an item number according to the quarterly numbering schedule defined in the BOR Agenda Handbook OCHE will have 5 business days to process/review the items before sharing them with the Chief Academic Officers (CAOs) for review. The CAOs will have 10 business days to review the items before the CAO Level I and Intent to Plan call. Any questions or concerns should be raised on the CAO Level I and Intent to Plan call. OCHE will finalize approval for those items needing OCHE approval within 5 days of the call. The BOR will be notified of all Level I items at the next meeting of the BOR (January, March, May, July, September, November).

Level II Items

The Board approval process for all Level II academic items will consist of one CAO review call, one Academic Research and Student Affairs (ARSA) Committee call, and one BOR meeting. Level II items may be submitted at any regular meeting of the BOR (March, May, September, and November). Only emergency consent items will be accepted at non-regular meetings of the BOR (January and July). **Note: All items must be submitted to OCHE by the Flagship or Community College President or their designee.** All Level II items will be due 7 weeks before the BOR meeting to ensure time for adequate review before the CAO call. OCHE will have 5 business days to process/review the items before sharing them with the CAOs for review. The CAOs will have 4 weeks to review the items before the CAO BOR call. Concerns about a particular proposal, should be shared with the CAO at that institution and an understanding should be sought during the review period. Prior to the CAO BOR call, the Flagship Provosts and Deputy Commissioner for Academic and Student Affairs will hold a call to make one another aware of any concerns they have received thus far. Concerns not resolved should be raised at the CAO BOR call. Issues not resolved at that meeting should be submitted in writing to OCHE by noon the Friday following the call. If no concerns are received, it is assumed that the proposals have approval of the CAOs and will move forward to the ARSA Committee call.

Additional requirements are in place to assist with the creation of new postsecondary educational programs,* centers, or institutes.

* New postsecondary educational program as defined by BOR Policy 303.1-Curriculum Proposals

New Postsecondary Educational Program/Center/Institute Proposal Process

Appendix A-Approval Flow Chart depicts the proposal process for all new postsecondary educational programs, centers, or institutes. **Note: A two year, Temporary Level I approval for Certificate or Associate of Applied Science Degree Programs offered in cooperation with and/or at the request of private or public sector partners exists for proposals that cannot be processed according to the normal proposal process and schedule due to extenuating circumstances.**

Appendix B-Intent to Plan (IP) form will be accepted and reviewed on a rolling basis according to the Level I Item schedule and shared with the BOR at the next meeting of the Board (January, March, May, July, September, November).

Montana Board of Regents

New Postsecondary Educational Program/Center/Institute Proposal Process

* New postsecondary educational program as defined by BOR Policy 303.1-Curriculum Proposals



* Any mention of submission to or review by Flagship Provost or President does not apply to the Community Colleges. All review prior to submission will take place by the Board of Trustees and materials will be submitted directly to OCHE.

Montana University System
NOTICE OF INTENT TO PLAN

Program/Institute Title: _____

Campus, School/Department: _____ Expected Submission Date: _____

Contact Name/Info: _____ Mode of Delivery _____

To increase communication, collaboration, and problem solving opportunities throughout the MUS in the program/center/institute development process, please complete this form not more than 18 months in advance of the anticipated date of submission of the proposed program/center/institute to the Board of Regents for approval.

For more information regarding the Intent to Plan process, please visit the [Academic and Student Affairs Handbook](#).

- 1) Provide a description of the program/center/institute.**

- 2) Describe the need for the program/center/institute. Specifically, how the program/center/institute meets current student and workforce demands. (Please cite sources).**

- 3) Describe how the program/center/institute fits with the institutional mission, strategic plan, and existing institutional program array.**

- 4) How does the proposed program/center/institute fit within the MUS system?**

Signature/Date

College/School Dean:

Chief Academic Officer:

Chief Executive Officer:

Flagship Provost*:

Flagship President*:

*Not applicable to the Community Colleges.

Date of Final Review:

When submitting the proposal to the BOR, include this signed form with the Level II request.