

LEVEL I APPROVAL MEMORANDUM

Compiled here is the Level I memorandum containing items approved since the September 2019 Board of Regents Meeting. This memorandum from September 2019 contains items for which approval authority has been designated by the Board of Regents to the individual institutions or the Commissioner of Higher Education. No Level I items were submitted by campuses in August 2019. The items before you have been approved and are now being shared with you for your notification.

- September 2019 Level I Memorandum

LEVEL I MEMORANDUM

DATE: Sept. 24th, 2019

TO: Chief Academic Officers, Montana University System

FROM: Brock Tessman, Deputy Commissioner for Academic, Research, and Student Affairs

RE: September 2019 Level I Academic Items

Contained within this memorandum are Level I proposals submitted by the institutions of the Montana University System in September 2019. These proposals include items for which approval authority has been designated by the Board of Regents to the individual institutions or the Commissioner of Higher Education. These Level I items are being sent to you for your review. If you have concerns about a proposal, you should share those concerns with your colleagues at that institution and try to come to some understanding. If you cannot resolve your concerns, raise them at the Level I Chief Academic Officer's conference call on October 15th, 2019. Issues not resolved at that meeting should be submitted in writing to OCHE by noon on Friday, October 18th. You will be notified of approved proposals by October 22nd. The Board of Regents will be notified of the approved proposals at the November meeting of the Board.

1. OCHE Approvals

The University of Montana Western:

- Request for authorization to establish a minor in Constitution Studies
[Item # 184-1601-LI0917](#) | [Request Form](#) | [Curriculum Form](#)
- Request for authorization to establish a minor in Environmental Science
[Item # 184-1602-LI0917](#) | [Request Form](#) | [Curriculum Form](#)
- Request for authorization to establish a minor in Management Accounting
[Item # 184-1603-LI0917](#) | [Request Form](#) | [Curriculum Form](#)
- Request for authorization to establish a minor in Professional Writing
[Item # 184-1604-LI0917](#) | [Request Form](#) | [Curriculum Form](#)
- Request for authorization to establish a minor in Statistics and Modeling
[Item # 184-1605-LI0917](#) | [Request Form](#) | [Curriculum Form](#)
- Request for authorization to establish a minor in Environmental Sustainability
[Item # 184-1606-LI0917](#) | [Request Form](#) | [Curriculum Form](#)

September 17, 2019

ITEM #184-1601-LIO917

Request for authorization to add a minor in Constitutional Studies

THAT

The University of Montana Western requests authorization from the Montana Board of Regents to add the minor Constitutional Studies to the History, Philosophy, and Social Sciences (HPSS) minor offerings.

EXPLANATION

The Constitutional Studies minor is a twenty-four credit minor that combines two previous minors (Government and Legal Studies) into one single minor. This will streamline course offerings while still offering students the opportunity to complete course work supporting their career endeavors in this area of study.

ATTACHMENTS

Attachment 1 - Academic Proposal Request Form
Attachment 2 - Curriculum Proposal Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 184-1601-LI0917 Submission Month or Meeting: 9/17/19

Institution: The University of Montana Western CIP Code: 45.1001

Program/Center/Institute Title: Minor in Constitutional Studies

Includes (please specify below): Online Offering _____ Options _____

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 <http://mus.edu/che/arsa/academicproposals.asp>.

X **A. Level I:**

Campus Approvals

- _____ 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- _____ 1b. **Withdrawing a postsecondary educational program from moratorium**
- _____ 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- _____ 3. **Establishing a B.A.S./A.A./A.S. area of study**
- _____ 4. **Offering an existing postsecondary educational program via distance or online delivery**

OCHE Approvals

- _____ 5. **Re-titling an existing postsecondary educational program**
- _____ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- _____ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- X _____ 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- _____ 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
- _____ 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

B. Level II:

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What: The University of Montana Western is requesting approval to add a minor in Constitutional Studies to the History, Philosophy, and Social Sciences (HPSS) minors.

Why: This proposal collapses two minors into one, streamlining course scheduling and at the same time providing students with the opportunity to complete course work supporting their career endeavors in this area of study.

Resources: No additional resources required. All courses offered in the minor are currently staffed in the HPSS department.

Relationship to similar MUS programs: There is no substantial duplication in the MUS.

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- 1. Overview of the request and resulting changes.** Provide a one-paragraph description of the proposed program. Will this program be related or tied to other programs on campus? Describe any changes to existing program(s) that this program will replace or modify. *[100 words]*

The University of Montana Western proposes the Constitutional Studies minor as part of the History, Philosophy, and Social Sciences (HPSS) department and will replace two existing minors offered in this department: Government and Legal Studies. This minor will not only offer students the core knowledge they received in the previously existing minors, but aligns with the BA in Interdisciplinary Studies and Secondary Education Double Major supporting teacher education in the social sciences.

- 2. Relation to institutional strategic goals.** Describe the nature and purpose of the new program in the context of the institution’s mission and core themes. *[200 words]*

The proposed minor is built with sustainability in mind (Core Theme 3 fiscal responsibility) as it will assist in streamlining limited staffing, course rotation, and student enrollment in the HPSS program while still offering students a route that supports their career goals in multiple fields including constitution, legal studies, and education.

- 3. Process leading to submission.** Briefly detail the planning, development, and approval process of the program at the institution. *[100 words]*

During the 2018-19 academic year, a curriculum proposal advanced through the campus approval process including: an approval by the department; initial approval by the Provost for resource consideration; a review by the campus department chairs; approval by faculty senate; concluding with a final approval from the Provost and the Chancellor. Campus curriculum proposals require the department to present reasoning and supporting information to support the proposal.

- 4. Program description.** Please include a complete listing of the proposed new curriculum in Appendix A of this document.

- a. List the program requirements using the following table.

	Credits
Credits in required courses offered by the department offering the program	24
Credits in required courses offered by other departments	0
Credits in institutional general education curriculum	0
Credits of free electives	0
Total credits required to complete the program	24

- b. List the program learning outcomes for the proposed program. Use learner-centered statements that indicate what students will know, be able to do, and/or value or appreciate as a result of completing the program.

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- Graduates will demonstrate understanding of constitutional thinking, defined as the ability to interpret the concepts of popular government, the rule of law, federalism, civil and human rights, and sovereignty.
- Graduates will apply legal, historiographic, geographic, and economic evidence to pose and answer questions relating to the distribution and exercise of power as well as the evaluation of how power should be distributed and exercised in a constitutional system of government.

5. Need for the program. To what specific student, regional, and statewide needs is the institution responding to with the proposed program? How will the proposed program meet those needs? Consider workforce, student, economic, societal, and transfer needs in your response as appropriate. *[250 words]*

As mentioned previously, this minor will replace two existing minors in the HPSS Programs. The minor will still provide students the career opportunities of the previous minors, but will streamline the courses through one single minor.

6. Similar programs. Use the table below to identify and describe the relationship between any similar programs within the Montana University System.

Institution Name	Degree	Program Title

a. If the proposed program substantially duplicates another program offered in the Montana University System, provide a rationale as to why any resulting duplication is a net benefit to the state and its citizens. *[200 words]*

There is no substantial duplication with another program in the MUS.

b. Describe any efforts that were made to collaborate with similar programs at other institutions. If no efforts were made, please explain why. *[200 words]*

n/a

7. Implementation of the program. When will the program be first offered? If implementation will occur in phases, please describe the phased implementation plans. *[100 words]*

The program will be implemented in the Fall 2019 semester

a. Complete the following table indicating the projected enrollments in and graduates from the proposed program.

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CURRICULUM PROPOSAL FORM

Fall Headcount Enrollment					Graduates				
AY20	AY21	AY22	AY23	AY24	AY20	AY21	AY22	AY23	AY24
9	11	13	14	14	0	4	5	5	6

- b. Describe the methodology and sources for determining the enrollment and graduation projections above. *[200 words]*

The headcount is based on how many students declared the previously existing minors in the HPSS program and how streamlining these minors into one minor will effect enrollment.

- c. What is the initial capacity for the program?

20 students

- 8. Program assessment.** How will success of the program be determined? What action would result if this definition of success is not met? *[150 words]*

The new Constitution Studies minor was the result of program consolidation and it replaces both the previous Government and Legal Studies minor programs. Because the courses included in the Constitution Studies minor are also components of other programs (in particular, the Interdisciplinary Social Sciences and Secondary Education double-major), they are not dependent on this minor program alone to attract students, which proves to be an efficient and creative way to provide more options to students without expending additional resources. Only a termination of the Secondary Education certification path in Social Science Broadfield would result in termination of this embedded program.

- a. Describe the assessment process that will be used to evaluate how well students are achieving the intended learning outcomes of the program. When will assessment activities occur and at what frequency? *[150 words]*

Assessment of outcomes in relation to the Constitution Studies minor program will occur in PSCI 494, which is scheduled to be taught every academic year in the Spring term. Both quantitative data and selected individual qualitative data collected through stratified sampling of the median student in each evident grade category will be tabulated yearly and analyzed longitudinally for this course.

- b. What direct and indirect measures will be used to assess student learning? *[100 words]*

Portfolio assessments will be used to collect both student Self-Assessments (indirect measure) and rubric-scored student work product (direct measure).

- c. How will you ensure that the assessment findings will be used to ensure the quality of the program? *[100 words]*

Each fall, the Constitution Studies program faculty will review data collected from the previous year (feedback from recent graduates, graduates following one year of teaching or law school, and collected assessment exhibits) to determine if changes need to be made in the curriculum or expectations in relation to the BA: Interdisciplinary Social Sciences & Secondary Education double-major in which this minor program is embedded. As part of UMW's systematic academic 7-year program review cycle, the

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new Constitution Studies minor will be subject to the next Program Review cycle in 2023-24.

- d. Where appropriate, describe applicable specialized accreditation and explain why you do or do not plan to seek accreditation. *[100 words]*

n/a

9. Physical resources.

- a. Describe the existing facilities, equipment, space, laboratory instruments, computer(s), or other physical equipment available to support the successful implementation of the program. What will be the impact on existing programs of increased use of physical resources by the proposed program? How will the increased use be accommodated? *[200 words]*

The HPSS Department will use currently existing facilities, equipment, and space to implement the Constitutional Studies minor. As the resources already existed for the two minors Constitutional Studies is replacing, it is not anticipated that there will be any adverse impact on the current physical or fiscal resources.

- b. List needed facilities, equipment, space, laboratory instruments, etc., that must be obtained to support the proposed program. (Enter the costs of those physical resources into the budget sheet.) How will the need for these additional resources be met? *[150 words]*

No new facilities, equipment or space are needed to successfully implement this minor.

10. Personnel resources.

- a. Describe the existing instructional, support, and administrative resources available to support the successful implementation of the program. What will be the impact on existing programs of increased use of existing personnel resources by the proposed program? How will quality and productivity of existing programs be maintained? *[200 words]*

The HPSS Department will use their existing instructional resources to successfully implement the minor. It is anticipated that through more efficient course scheduling there will be little impact on the current program and the current quality of the other programs will not be affected.

- b. Identify new personnel that must be hired to support the proposed program. (Enter the costs of those personnel resources into the budget sheet.) What are the anticipated sources or plans to secure the needed qualified faculty and staff? *[150 words]*

There are no new personnel needed to support this minor.

11. Other resources.

- a. Are the available library and information resources adequate for the proposed program? If not, how will adequate resources be obtained? *[100 words]*

Resources from the library are more than adequate to meet the needs of this program. The requests for

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CURRICULUM PROPOSAL FORM

this program will be submitted as part of the HPSS department regular requests for library and information resources.

- b. Do existing student services have the capacity to accommodate the proposed program? What are the implications of the new program on services for the rest of the student body? *[150 words]*

There are no implications as the addition will not place any additional strain on existing student services serving the student declaring the Constitutional Studies minor.

12. Revenues and expenditures. Describe the implications of the new program on the financial situation of the institution. *[100 words]*

Courses already exist and are part of the overall budget of the HPSS department. There are no financial implications.

- a. Please complete the following table of budget projections using the corresponding information from the fiscal analysis form for the first three years of operation of the new program.

	Year 1	Year 2	Year 3
Revenues	518,979	529,184	539,594
Expenses	518,979	529,184	539,594
Net Income/Deficit (revenues-expenses)	0	0	0

- b. Describe any expenses anticipated with the implementation of the new program. How will these expenses be met? *[200 words]*

There are no new expenses anticipated with the implementation of this minor.

- i. If funding is to come from the reallocation of existing state appropriated funds, please indicate the sources of the reallocation. What impact will the reallocation of funds in support of the program have on other programs? *[150 words]*

n/a

- ii. If an increase in base funding is required to fund the program, indicate the amount of additional base funding and the fiscal year when the institution plans to include the base funding in the department's budget.

n/a

- iii. If the funding is to come from one-time sources such as a donation, indicate the sources of other funding. What are the institution's plans for sustaining the program when that funding ends? *[150 words]*

n/a

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- iv. Describe the federal grant, other grant(s), special fee arrangements, or contract(s) that will be valid to fund the program. What does the institution propose to do with the program upon termination of those funds? [150 words]

n/a

- 13. Student fees.** If the proposed program intends to impose new course, class, lab, or program fees, please list the type and amount of the fee.

There are no new student fees for this minor.

- 14.** Complete the fiscal analysis form.

Signature/Date

Chief Academic Officer:  8/12/19

Chief Executive Officer:  8/12/19

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Appendix A – Proposed New Curriculum

CONSTITUTIONAL STUDIES MINOR (24)

PSCI 494 Seminar/Workshop (4)

Select 1 course/4 credits from the following:

- PHL 101 Introduction to Philosophy (4)
- PHL 122 History & Philosophy of the Social Sciences (4)

Select 1 course/4 credits from the following:

- CJUS 121 Introduction to Criminal Justice (4)
- PSCI 210 Introduction to American Government (4)
- PSCI 294 Seminar/Workshop (4)

Select 1 course/4 credits from the following:

- ECNS 101 Economic Way of Thinking (4)
- GPHY 222 Introduction to Economic Geography (4)
- PSCI 250 Introduction to Political Theory (4)

Select 1 course/4 credits from the following:

- PSCI 421 Comparative Legal Systems (4)
- PSCI 434 International Law (4)

Select 1 course/4 credits from the following:

- HSTA 380 Problems in American Constitutional History (4)
- PSCI 471 American Constitutional Law (4)

September 17, 2019

ITEM 184-1602-LI0917

Request for authorization to add a minor in Environmental Science

THAT

The University of Montana Western requests authorization from the Montana Board of Regents to add a minor in Environmental Science as part of the existing Environmental Science program.

EXPLANATION

The Environmental Science minor is a twenty-four credit minor that will supplement other majors at the institution supporting students interested in studying environmental science along with their selected bachelor's program. Campus programs that would primarily use this minor include but are not limited to natural horsemanship, education, psychology, ecology, and biology.

ATTACHMENTS

Attachment 1 - Academic Proposal Request Form
Attachment 2 - Curriculum Proposal Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 184-1602-LI0917 Submission Month or Meeting: 9/17/19

Institution: The University of Montana Western CIP Code: 03.0104

Program/Center/Institute Title: Minor in Environmental Science

Includes (please specify below): Online Offering _____ Options _____

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 <http://mus.edu/che/arsa/academicproposals.asp>.

X **A. Level I:**

Campus Approvals

- _____ 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- _____ 1b. **Withdrawing a postsecondary educational program from moratorium**
- _____ 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- _____ 3. **Establishing a B.A.S./A.A./A.S. area of study**
- _____ 4. **Offering an existing postsecondary educational program via distance or online delivery**

OCHE Approvals

- _____ 5. **Re-titling an existing postsecondary educational program**
- _____ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- _____ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- X _____ 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- _____ 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
- _____ 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

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B. Level II:

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What: The University of Montana Western is requesting approval to add a minor in Environmental Science to the existing Environmental Sciences program.

Why: This proposal is designed to enhance career opportunities for students across multiple disciplines that teach in the natural, biological, social, and behavioral sciences.

Resources: No additional resources required. All courses offered in the minor are currently offered in the Environmental Sciences department.

Relationship to similar MUS programs: There is no substantial duplication as this minor is designed for University of Montana Western students to supplement their other programs, such as natural horsemanship, ecology, psychology, biology, and education, with environmental science knowledge.

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- 1. Overview of the request and resulting changes.** Provide a one-paragraph description of the proposed program. Will this program be related or tied to other programs on campus? Describe any changes to existing program(s) that this program will replace or modify. *[100 words]*

The Environmental Science minor is a twenty-four credit minor that was designed at the request of students to complement other degrees at the University of Montana Western. Campus programs that would primarily use this minor include but are not limited to natural horsemanship, education, psychology, ecology, and biology. There are no changes to existing programs based on the addition of this minor.

- 2. Relation to institutional strategic goals.** Describe the nature and purpose of the new program in the context of the institution’s mission and core themes. *[200 words]*

Montana Western’s mission statement notes the importance of “academic excellence by sustaining a culture of concentrated experiential education.” The Environmental Sciences department conducts regular assessment and planning related to the experiential learning aspects of their program. These practices will transition to the minor in Environmental Science. As a result, the department will continue their leadership in producing program graduates that have real world experience as they transition from college into the job-market.

This change also aligns with all three core themes of the University. By proposing this change, the program used their assessment process to align with Core Theme 1 to improve the undergraduate education and experiential learning of the program. In addition it supports retention, student success efforts (Core Theme 2), and stewardship (Core Theme 3) by updating to changing job-market demands.

- 3. Process leading to submission.** Briefly detail the planning, development, and approval process of the program at the institution. *[100 words]*

During the 2018-19 academic year, a curriculum proposal advanced through the campus approval process including: an approval by the department; initial approval by the Provost for resource consideration; a review by the campus department chairs; approval by faculty senate; concluding with a final approval from the Provost and the Chancellor. Campus curriculum proposals require the department to present reasoning and supporting information to support the proposal.

- 4. Program description.** Please include a complete listing of the proposed new curriculum in Appendix A of this document.

- a. List the program requirements using the following table.

	Credits
Credits in required courses offered by the department offering the program	24
Credits in required courses offered by other departments	0
Credits in institutional general education curriculum	0
Credits of free electives	n/a

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Total credits required to complete the program	24
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b. List the program learning outcomes for the proposed program. Use learner-centered statements that indicate what students will know, be able to do, and/or value or appreciate as a result of completing the program.

- Demonstrate knowledge about the natural processes that create and shape our environment.
- Acquire skills and methods necessary to collect, analyze, and present data relevant to their field of study.
- Develop the ability to conduct research both independently and in a team.
- Be able to communicate effectively with colleagues and the community.
- Demonstrate knowledge of the concepts central to his/her field of study, including scientific and quantitative skills.

5. Need for the program. To what specific student, regional, and statewide needs is the institution responding to with the proposed program? How will the proposed program meet those needs? Consider workforce, student, economic, societal, and transfer needs in your response as appropriate. *[250 words]*

This minor was developed at the prompting of students who desired an Environmental Science minor that would supplement other programs at the University such as natural horsemanship, biology, ecology, education, and psychology. This minor also provides additional opportunities for career enhancement as a background in environmental sciences are needed in many state and federal agencies as well as in the private industry and consulting firms.

6. Similar programs. Use the table below to identify and describe the relationship between any similar programs within the Montana University System.

Institution Name	Degree	Program Title
MSU-Billings	Minor	Environmental Science

a. If the proposed program substantially duplicates another program offered in the Montana University System, provide a rationale as to why any resulting duplication is a net benefit to the state and its citizens. *[200 words]*

As MSU-Billings minor attaches to their Biology major while the Montana Western’s Environmental Science minor is designed to supplement multiple majors declared by Montana Western’s students. This minor has been specifically designed to support the University of Montana Western students and their program and career goals.

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- b. Describe any efforts that were made to collaborate with similar programs at other institutions. If no efforts were made, please explain why. *[200 words]*

n/a

- 7. Implementation of the program.** When will the program be first offered? If implementation will occur in phases, please describe the phased implementation plans. *[100 words]*

The program will be implemented in the Fall 2019 semester.

- a. Complete the following table indicating the projected enrollments in and graduates from the proposed program.

Fall Headcount Enrollment					Graduates				
AY20	AY21	AY22	AY23	AY24	AY20	AY21	AY22	AY23	AY24
4	6	9	11	13	2	4	5	5	5

- b. Describe the methodology and sources for determining the enrollment and graduation projections above. *[200 words]*

Projections were developed based on current student interest in the program, average number of students completing environmental science courses outside of the Environmental Science department, and initial interest in the minor.

- c. What is the initial capacity for the program?

Twenty-five

- 8. Program assessment.** How will success of the program be determined? What action would result if this definition of success is not met? *[150 words]*

Objectives are designed to produce students able to work within fields related to environmental science or to produce students with strong communication skills and an understanding of the environment and sustainability to serve in many careers.

We will track recruitment metrics, engagement levels, retention, skill mastery and completion metrics. Program learning outcomes will be adjusted proactively to align with needs in professional and academic fields related to environmental science. Low values within metrics that define program success will initiate investigations into why numbers are low. Initially, program adjustments will be made to improve numbers. If program success becomes low across all measures for a sustained period, program overhaul or disbanding may be required.

- a. Describe the assessment process that will be used to evaluate how well students are achieving the intended learning outcomes of the program. When will assessment activities occur and at what frequency? *[150 words]*

Learning outcomes within courses will be aligned with program outcomes. Specific activities within courses will be used to assess learning outcomes in lower division and then upper division courses. Upper

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division outcome results will measure overall student mastery of material through completion of the program.

- b. What direct and indirect measures will be used to assess student learning? *[100 words]*

Use of rubrics on assignments that relate to program outcomes will help with ensuring program standards are met and will be a direct measure to assess student learning. The department also uses surveys related to course content that we will continue to use to indirectly measure student engagement, study skills and issues of retention and success.

- c. How will you ensure that the assessment findings will be used to ensure the quality of the program? *[100 words]*

Annually the department compiles assessment data and writes up an assessment report. As part of the annual assessment, we review any relevant data related to teaching, learning and program structure. Learning outcomes, department curricular structure and the department mission statement are checked for alignment with common student career and educational goals. The department strives to support skill development that will lead to student success well-beyond the University of Montana Western campus.

We also have regularly scheduled department meetings throughout the academic year to ensure we are proactive in maintaining program quality and addressing issues as they arise.

- d. Where appropriate, describe applicable specialized accreditation and explain why you do or do not plan to seek accreditation. *[100 words]*

This minor does not require specialized accreditation beyond our standard regional assessment and accreditation processes.

9. Physical resources.

- a. Describe the existing facilities, equipment, space, laboratory instruments, computer(s), or other physical equipment available to support the successful implementation of the program. What will be the impact on existing programs of increased use of physical resources by the proposed program? How will the increased use be accommodated? *[200 words]*

Lab, equipment, space, computers are available to support this minor, as the course requirements already exist as part of the overall Environmental Science major. There should be no impact on existing program physical resources.

- b. List needed facilities, equipment, space, laboratory instruments, etc., that must be obtained to support the proposed program. (Enter the costs of those physical resources into the budget sheet.) How will the need for these additional resources be met? *[150 words]*

There are no new resources/facilities etc. needed for this minor as the courses required already exist as part of the Environmental Science programs.

10. Personnel resources.

- a. Describe the existing instructional, support, and administrative resources available to support the successful implementation of the program. What will be the impact on existing programs of increased use

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of existing personnel resources by the proposed program? How will quality and productivity of existing programs be maintained? *[200 words]*

The Environmental Science department will use their existing instructional resources to successfully implement the minor. As these courses are already in the course rotation, there will be little impact on the current program and the current quality of the other programs will not be affected.

- b. Identify new personnel that must be hired to support the proposed program. (Enter the costs of those personnel resources into the budget sheet.) What are the anticipated sources or plans to secure the needed qualified faculty and staff? *[150 words]*

There are no new personnel needed to support this minor.

11. Other resources.

- a. Are the available library and information resources adequate for the proposed program? If not, how will adequate resources be obtained? *[100 words]*

Resources from the library are more than adequate to meet the needs of this program. The requests for this program will be submitted as part of the Environmental Science department’s regular requests for library and information resources

- b. Do existing student services have the capacity to accommodate the proposed program? What are the implications of the new program on services for the rest of the student body? *[150 words]*

There are no implications as the addition will not place any additional strain on existing student services.

12. Revenues and expenditures. Describe the implications of the new program on the financial situation of the institution. *[100 words]*

- a. Please complete the following table of budget projections using the corresponding information from the fiscal analysis form for the first three years of operation of the new program.

	Year 1	Year 2	Year 3
Revenues	481,515	512,502	522,627
Expenses	481,515	512,502	522,627
Net Income/Deficit (revenues-expenses)	0	0	0

- b. Describe any expenses anticipated with the implementation of the new program. How will these expenses be met? *[200 words]*

There are no new expenses anticipated with the implementation of this program.

- i. If funding is to come from the reallocation of existing state appropriated funds, please indicate the sources of the reallocation. What impact will the reallocation of funds in support of the program

Montana Board of Regents
CURRICULUM PROPOSAL FORM

have on other programs? [150 words]

n/a

- ii. If an increase in base funding is required to fund the program, indicate the amount of additional base funding and the fiscal year when the institution plans to include the base funding in the department's budget.

n/a

- iii. If the funding is to come from one-time sources such as a donation, indicate the sources of other funding. What are the institution's plans for sustaining the program when that funding ends? [150 words]

n/a

- iv. Describe the federal grant, other grant(s), special fee arrangements, or contract(s) that will be valid to fund the program. What does the institution propose to do with the program upon termination of those funds? [150 words]

n/a

13. Student fees. If the proposed program intends to impose new course, class, lab, or program fees, please list the type and amount of the fee.

No new fees proposed with this minor.

14. Complete the fiscal analysis form.

Signature/Date

Chief Academic Officer:  8/12/19

Chief Executive Officer:  8/12/19

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Appendix A – Proposed New Curriculum

ENVIRONMENTAL SCIENCES MINOR (24)

Core (12 Credits)

- GEO 101-109 Any 100-Level Geology Course
- GEO 291A Weather and Climate (4)
- ENSC 255 Environmental Research and Writing (4)

One of the following (4 Credits): Pre-reqs must be fulfilled

- GEO 230 Geology of the American West (4)
- GEO 226 Rocks, Minerals and Resources (4)
- ENST 2xx Sustaining Water Resources* (4)

Two of the following (8 Credits): Pre-reqs must be fulfilled

- GEO 374 Carbon Cycle and Climate (4)
- GEO 378 Surficial Processes (4)
- GEO 421 Hydrology (4)
- ENSC 348 Soil Science (4)
- ENSC 4xx Human Dimensions of Global Change* (4)
- NRSM 2xx Natural Resources Conflict Resolution* (4)
- ENST 384 Environmental Policy (4)

*xx courses are going through common course numbering

September 17, 2019

ITEM 184-1603-LI0917

Minor in Management Accounting

THAT

Request for authorization to add a minor in Management Accounting

EXPLANATION

As part of the currently existing Bachelor of Science in Business Administration this minor provides students an opportunity to learn about and develop workforce skills in management accounting.

ATTACHMENTS

- Attachment 1 - Academic Proposal Request Form
- Attachment 2 - Curriculum Proposal Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 184-1603-LI0917 Submission Month or Meeting: 9/17/19

Institution: The University of Montana
Western CIP Code: 52.0305

Program/Center/Institute Title: Minor in Management Accounting

Includes (please specify below): Online Offering _____ Options _____

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 <http://mus.edu/che/arsa/academicproposals.asp>.

x **A. Level I:**

Campus Approvals

- _____ 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- _____ 1b. **Withdrawing a postsecondary educational program from moratorium**
- _____ 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- _____ 3. **Establishing a B.A.S./A.A./A.S. area of study**
- _____ 4. **Offering an existing postsecondary educational program via distance or online delivery**

OCHE Approvals

- _____ 5. **Re-titling an existing postsecondary educational program**
- _____ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- _____ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- x _____ 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- _____ 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
- _____ 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

B. Level II:

- _____ **1. Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
- _____ **2. Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
- _____ **3. Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
- _____ **4. Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
- _____ **5. Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What: Minor in Management Accounting as a choice of minor for B.S. in Business Administration students.

Why: The minor will support Business Administration students interested in management accounting. It is a response to students request for an accounting focus in the program. In addition for those students that are interested, the knowledge acquired in the minor may assist students in preparing for the CMA exam.

Resources: The courses required for this minor are already part of the Business and Technology department faculty load and should not require any additional resources.

Relationship to similar MUS programs: While other MUS colleges and universities have accounting majors and concentrations links, none currently provide a minor focused specifically in management accounting. Additionally this minor is added to specifically support the University of Montana Western Business Administration students and should not affect enrollment at another institution.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

- 1. Overview of the request and resulting changes.** Provide a one-paragraph description of the proposed program. Will this program be related or tied to other programs on campus? Describe any changes to existing program(s) that this program will replace or modify. *[100 words]*

The University of Montana Western’s Bachelor of Science in Business Administration is proposing a new 28-credit minor in Management Accounting that provides students a strong foundation in accounting practices. This minor will be available to students pursuing the Business Administration degree and is unique to Montana Western. There will be no changes to the major core of the Business Administration program as this is a minor students can select to accompany their major.

- 2. Relation to institutional strategic goals.** Describe the nature and purpose of the new program in the context of the institution’s mission and core themes. *[200 words]*

As a part of the Business Administration major, this proposal expands the programs support of the mission statement to “achieve academic excellence by sustaining a culture of concentrated experiential education” and supports core theme one “Continuously improve undergraduate education and experiential learning.” Students taking the business core learn important business content areas such as, marketing, management, human resources, and finance while incorporating a "hands-on" approach to management accounting through this minor.

- 3. Process leading to submission.** Briefly detail the planning, development, and approval process of the program at the institution. *[100 words]*

During the 2017-18 academic year, a curriculum proposal advanced through the campus approval process including: an approval by the department; initial approval by the Provost for resource consideration; a review by the campus department chairs; approval by faculty senate; concluding with a final approval from the Provost and the Chancellor. Campus curriculum proposals require the department to present reasoning and supporting information to support the proposal.

- 4. Program description.** Please include a complete listing of the proposed new curriculum in Appendix A of this document.

- a. List the program requirements using the following table.

	Credits
Credits in required courses offered by the department offering the program	28
Credits in required courses offered by other departments	0
Credits in institutional general education curriculum	n/a
Credits of free electives	n/a
Total credits required to complete the program	28

- b. List the program learning outcomes for the proposed program. Use learner-centered statements that indicate what students will know, be able to do, and/or value or appreciate as a result of completing the program.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

This minor’s outcomes supports the overall program outcomes established in the Business Administration bachelor degree.

- Understand and apply fundamental concepts and practices of business administration, primarily management, marketing, finance, and operations.
- Understand and apply economic principles.
- Develop an ability to identify problems, collect and assess data, and present solutions using innovation and organizational skills.
- Utilize computer software and hardware tools for problem-solving, decision-making, and communication.
- Exhibit effective oral and written communications skills for successful interactions in business settings.
- Demonstrate creative, ethical behavior in individual and team-based projects while learning to stay focused and use personal initiative to accomplish established goals.
- Recognize and respect the diversity implicit in global society.

5. Need for the program. To what specific student, regional, and statewide needs is the institution responding to with the proposed program? How will the proposed program meet those needs? Consider workforce, student, economic, societal, and transfer needs in your response as appropriate. *[250 words]*

In addition, students asking for an accounting focus, the Management Accounting minor supports students in learning accounting skills that support career prospects such as budget analyst, controller, cost accountant, and chief financial officer. This program also provides students valuable knowledge used to take the CMA accounting exam.

6. Similar programs. Use the table below to identify and describe the relationship between any similar programs within the Montana University System.

Institution Name	Degree	Program Title

a. If the proposed program substantially duplicates another program offered in the Montana University System, provide a rationale as to why any resulting duplication is a net benefit to the state and its citizens. *[200 words]*

While other MUS colleges and universities have accounting majors and concentrations links, none currently provide a minor focused specifically in management accounting.

b. Describe any efforts that were made to collaborate with similar programs at other institutions. If no efforts were made, please explain why. *[200 words]*

Montana Board of Regents
CURRICULUM PROPOSAL FORM

n/a

- 7. Implementation of the program.** When will the program be first offered? If implementation will occur in phases, please describe the phased implementation plans. *[100 words]*

The program will be implemented in the Fall 2019 semester.

- a. Complete the following table indicating the projected enrollments in and graduates from the proposed program.

Fall Headcount Enrollment					Graduates				
AY20	AY21	AY22	AY23	AY24	AY20	AY21	AY22	AY23	AY24
3	4	6	8	10	0	2	3	4	6

- b. Describe the methodology and sources for determining the enrollment and graduation projections above. *[200 words]*

This headcount calculation is based on the average new enrollment in the Business Administration program each year, their choices of minors and options within the program, and the graduation headcount each year of the program with the various minors and options.

- c. What is the initial capacity for the program?

20 students

- 8. Program assessment.** How will success of the program be determined? What action would result if this definition of success is not met? *[150 words]*

Success will be determined by having an adequate number of students enrolled in the minor. If the student headcount is adequate to cover the costs associated with offering the classes in the minor then it will be considered a success. If enrollment is low, the minor would be placed on moratorium and ultimately the minor would not be offered anymore.

- a. Describe the assessment process that will be used to evaluate how well students are achieving the intended learning outcomes of the program. When will assessment activities occur and at what frequency? *[150 words]*

The assessment process to evaluate how well students are achieving the intended learning outcomes will follow the same assessment process that is currently used to evaluate the current business program. The students are currently evaluated using both direct and indirect measures at various points as the students' progress through their degrees.

- b. What direct and indirect measures will be used to assess student learning? *[100 words]*

Some of the indirect measures to be used are an internship supervisor review and an exit survey. The exit survey is conducted at the conclusion of every internship and/or thesis presentation.

- c. How will you ensure that the assessment findings will be used to ensure the quality of the program? *[100*

Montana Board of Regents
CURRICULUM PROPOSAL FORM

words]

At a minimum once a year, after all of the assessment data are collected, the faculty in the Business Department meet to review the data collected from the direct and indirect measures and make changes to the curriculum to ensure that the student learning outcomes are being met.

- d. Where appropriate, describe applicable specialized accreditation and explain why you do or do not plan to seek accreditation. *[100 words]*

While there is no specialized accreditation for the minor area, the Business Program is externally accredited by the International Accreditation Council for Business Education (IACBE). Through the IACBE accreditation, this minor will be reviewed and the learning outcomes will need to be assessed within the parameters set by the IACBE.

9. Physical resources.

- a. Describe the existing facilities, equipment, space, laboratory instruments, computer(s), or other physical equipment available to support the successful implementation of the program. What will be the impact on existing programs of increased use of physical resources by the proposed program? How will the increased use be accommodated? *[200 words]*

In order to implement the minor, existing facilities, equipment and space that are currently used by the Business department will continue to be used. It is not anticipated that there will be any adverse impact on the current physical resources nor is it anticipated that new facilities, equipment and space will be needed as there are currently adequate facilities, equipment and space for the increased utilization of physical resources used by this minor. The Business Department has the capacity to adequately and successfully implement the minor.

- b. List needed facilities, equipment, space, laboratory instruments, etc., that must be obtained to support the proposed program. (Enter the costs of those physical resources into the budget sheet.) How will the need for these additional resources be met? *[150 words]*

No new facilities, equipment or space are needed to successfully implement this minor.

10. Personnel resources.

- a. Describe the existing instructional, support, and administrative resources available to support the successful implementation of the program. What will be the impact on existing programs of increased use of existing personnel resources by the proposed program? How will quality and productivity of existing programs be maintained? *[200 words]*

The Business and Technology department will use their existing instructional resources to successfully implement the minor. It is anticipated that through more efficient course scheduling there will be little impact on the current program and the current quality of the other programs will not be affected.

- b. Identify new personnel that must be hired to support the proposed program. (Enter the costs of those personnel resources into the budget sheet.) What are the anticipated sources or plans to secure the needed qualified faculty and staff? *[150 words]*

There are no new personnel needed to support this minor.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

11. Other resources.

- a. Are the available library and information resources adequate for the proposed program? If not, how will adequate resources be obtained? *[100 words]*

Resources from the library are more than adequate to meet the needs of this program. The requests for this program will be submitted as part of the Business and Technology department regular requests for library and information resources.

- b. Do existing student services have the capacity to accommodate the proposed program? What are the implications of the new program on services for the rest of the student body? *[150 words]*

There are no implications as the addition will not place any additional strain on existing student services serving the Bachelor of Science in Business Administration.

12. Revenues and expenditures. Describe the implications of the new program on the financial situation of the institution. *[100 words]*

Courses already exist and are part of the overall budget of the Business and Technology department. There are no financial implications.

- a. Please complete the following table of budget projections using the corresponding information from the fiscal analysis form for the first three years of operation of the new program.

	Year 1	Year 2	Year 3
Revenues	951,150	969,805	988,833
Expenses	951,150	969,805	988,833
Net Income/Deficit (revenues-expenses)	0	0	0

- b. Describe any expenses anticipated with the implementation of the new program. How will these expenses be met? *[200 words]*

There are no new expenses anticipated with the implementation of this minor.

- i. If funding is to come from the reallocation of existing state appropriated funds, please indicate the sources of the reallocation. What impact will the reallocation of funds in support of the program have on other programs? *[150 words]*

n/a

- ii. If an increase in base funding is required to fund the program, indicate the amount of additional base funding and the fiscal year when the institution plans to include the base funding in the department's budget.

n/a

Montana Board of Regents
CURRICULUM PROPOSAL FORM

iii. If the funding is to come from one-time sources such as a donation, indicate the sources of other funding. What are the institution's plans for sustaining the program when that funding ends? [150 words]

n/a

iv. Describe the federal grant, other grant(s), special fee arrangements, or contract(s) that will be valid to fund the program. What does the institution propose to do with the program upon termination of those funds? [150 words]

n/a

13. Student fees. If the proposed program intends to impose new course, class, lab, or program fees, please list the type and amount of the fee.

No new fees proposed.

14. Complete the fiscal analysis form.

Signature/Date

Chief Academic Officer:  8/12/19

Chief Executive Officer:  8/12/19

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Appendix A – Proposed New Curriculum

ACTG 301	Intermediate Accounting I	4
ACTG 302	Intermediate Accounting II	4
ACTG 401	Principles of Federal Taxation-Individuals	4
ACTG 410	Cost/Management accounting I	4
BFIN 420	Investments	4
ECNS 313	Money & Banking	4
ECNS 431	International Trade	<u>4</u>
Total Credits		28

September 17, 2019

ITEM 184-1604-LI0917

Request for authorization to add a minor in Professional Writing

THAT

The University of Montana Western requests authorization from the Montana Board of Regents to add the minor Professional Writing to the existing English major.

EXPLANATION

The Professional Writing minor is a twenty-four credit minor that combines two previous minors (Creative Writing and Professional Communication) into one single minor. This will streamline course offerings while still providing students the opportunity to complete courses that support their career endeavors.

ATTACHMENTS

Attachment 1 - Academic Proposal Request Form
Attachment 2 - Curriculum Proposal Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 184-1604-LI0917 Submission Month or Meeting: 9/17/19

Institution: The University of Montana Western CIP Code: 23.1302

Program/Center/Institute Title: Minor in Professional Writing

Includes (please specify below): Online Offering _____ Options _____

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 <http://mus.edu/che/arsa/academicproposals.asp>.

X **A. Level I:**

Campus Approvals

- _____ **1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- _____ **1b. Withdrawing a postsecondary educational program from moratorium**
- _____ **2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- _____ **3. Establishing a B.A.S./A.A./A.S. area of study**
- _____ **4. Offering an existing postsecondary educational program via distance or online delivery**

OCHE Approvals

- _____ **5. Re-titling an existing postsecondary educational program**
- _____ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- _____ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- X _____ **8. Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- _____ **9. Revising a postsecondary educational program** (Curriculum Proposal Form)
- _____ **10. Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

B. Level II:

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What: The University of Montana Western is requesting approval to add a minor in Professional Writing to the existing English program.

Why: This proposal replaces two minors into one, streamlining course scheduling and at the same time providing students with the opportunity to complete courses supporting their post-graduation English career.

Resources: No additional resources required. All courses offered in the minor are currently offered in the English department.

Relationship to similar MUS programs: University of Montana and Montana State University have creative writing and writing options/concentrations that accompany their English bachelor program. However, the purpose of Montana Western proposal is to combine two minors into one, which should actually decrease similarity between the other programs.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

- 1. Overview of the request and resulting changes.** Provide a one-paragraph description of the proposed program. Will this program be related or tied to other programs on campus? Describe any changes to existing program(s) that this program will replace or modify. *[100 words]*

The Professional Writing minor is part of the B.A. in English degree. This minor will replace two previously existing minors: Creative Writing and Professional Communication. The Professional Writing minor combines the best elements of both the previous minors into one 24-credit minor that offers students more variety while supporting finishing the course requirements in a timely progress towards graduation.

- 2. Relation to institutional strategic goals.** Describe the nature and purpose of the new program in the context of the institution’s mission and core themes. *[200 words]*

The proposed minor is built with sustainability in mind (Core Theme 3 fiscal responsibility) as it will assist in streamlining staffing, course rotation, and student enrollment in the majors while still offering students a route that supports their career goals within the B.A. in English degree.

- 3. Process leading to submission.** Briefly detail the planning, development, and approval process of the program at the institution. *[100 words]*

During the 2017-18 academic year, a curriculum proposal advanced through the campus approval process including: an approval by the department; initial approval by the Provost for resource consideration; a review by the campus department chairs; approval by faculty senate; concluding with a final approval from the Provost and the Chancellor. Campus curriculum proposals require the department to present reasoning and supporting information to support the proposal.

- 4. Program description.** Please include a complete listing of the proposed new curriculum in Appendix A of this document.

- a. List the program requirements using the following table.

	Credits
Credits in required courses offered by the department offering the program	24
Credits in required courses offered by other departments	0
Credits in institutional general education curriculum	0
Credits of free electives	0
Total credits required to complete the program	24

- b. List the program learning outcomes for the proposed program. Use learner-centered statements that indicate what students will know, be able to do, and/or value or appreciate as a result of completing the program.

The minor outcomes integrate into the overall program outcomes of the B.A. in English degree

Montana Board of Regents
CURRICULUM PROPOSAL FORM

- Produce texts informed by a knowledge of literary terminology, theory, and traditions;
- Produce texts using conventions from the discipline;
- Engage in critical research.

5. Need for the program. To what specific student, regional, and statewide needs is the institution responding to with the proposed program? How will the proposed program meet those needs? Consider workforce, student, economic, societal, and transfer needs in your response as appropriate. *[250 words]*

As mentioned previously, this minor will replace two existing minors in the English Program. The minor will still provide students with career opportunities of the previous minors, but will streamline the courses through one single minor.

6. Similar programs. Use the table below to identify and describe the relationship between any similar programs within the Montana University System.

Institution Name	Degree	Program Title
University of Montana	Option	Creative Writing
Montana State University	Option	Writing

a. If the proposed program substantially duplicates another program offered in the Montana University System, provide a rationale as to why any resulting duplication is a net benefit to the state and its citizens. *[200 words]*

As this minor’s goal is streamlining the course offerings of the B.A. English program at Montana Western, there is no substantial duplication that would affect the other institutions.

b. Describe any efforts that were made to collaborate with similar programs at other institutions. If no efforts were made, please explain why. *[200 words]*

n/a

7. Implementation of the program. When will the program be first offered? If implementation will occur in phases, please describe the phased implementation plans. *[100 words]*

The program will be implemented in the Fall 2019 semester

a. Complete the following table indicating the projected enrollments in and graduates from the proposed program.

Fall Headcount Enrollment					Graduates				
AY20	AY21	AY22	AY23	AY24	AY20	AY21	AY22	AY23	AY24
4	4	5	5	6	0	2	2	3	3

Montana Board of Regents
CURRICULUM PROPOSAL FORM

- b. Describe the methodology and sources for determining the enrollment and graduation projections above. *[200 words]*

The headcount is based on how many students previously declared the minors of Creative Writing and Profession Communication as this Professional Writing minor will be replacing both of these minors.

- c. What is the initial capacity for the program?

20 students

- 8. Program assessment.** How will success of the program be determined? What action would result if this definition of success is not met? *[150 words]*

To complete the Professional Writing Minor, students must successfully complete a lengthy thesis project, formal professional internship, or senior project (depending on each student's area of emphasis within the minor). Students who cannot successfully complete an appropriate capstone will not graduate with a minor in Professional Writing.

- a. Describe the assessment process that will be used to evaluate how well students are achieving the intended learning outcomes of the program. When will assessment activities occur and at what frequency? *[150 words]*

While course-level outcomes will be evaluated across all classes within the Professional Writing Minor, block by block, specific assessment methods will vary—running the gamut from direct assessment of student writing to indirect assessment of students' abilities to function in a professional work environment. Program assessment will occur in a rotation with other annual and biannual assessment practices in English.

- b. What direct and indirect measures will be used to assess student learning? *[100 words]*

Work produced at the course level will be assessed directly by individual instructors. Thesis projects, internship portfolios, and senior projects will be directly assessed by the student's faculty mentor and two other faculty within the English Department. Indirect assessment of student performance will, in the case of internships, be performed by students' workplace supervisors.

- c. How will you ensure that the assessment findings will be used to ensure the quality of the program? *[100 words]*

The results of student internships, senior projects, and thesis projects will be evaluated, in all cases, by multiple English faculty, including faculty who do not teach courses in the Professional Writing Minor. Based on the patterns of success and failure that emerge from this work, changes will be made to the coverage provided in specific classes, the necessary prerequisites, and/or to the structure of the required/optional courses within the Professional Writing Minor itself.

- d. Where appropriate, describe applicable specialized accreditation and explain why you do or do not plan to seek accreditation. *[100 words]*

n/a

Montana Board of Regents
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9. Physical resources.

- a. Describe the existing facilities, equipment, space, laboratory instruments, computer(s), or other physical equipment available to support the successful implementation of the program. What will be the impact on existing programs of increased use of physical resources by the proposed program? How will the increased use be accommodated? *[200 words]*

The English Department will use currently existing facilities, equipment, and space to implement the Professional Writing minor. As the resources already existed for the minors Professional Writing is replacing, it is not anticipated that there will be any adverse impact on the current physical or fiscal resources.

- b. List needed facilities, equipment, space, laboratory instruments, etc., that must be obtained to support the proposed program. (Enter the costs of those physical resources into the budget sheet.) How will the need for these additional resources be met? *[150 words]*

No new facilities, equipment or space are needed to successfully implement this Minor.

10. Personnel resources.

- a. Describe the existing instructional, support, and administrative resources available to support the successful implementation of the program. What will be the impact on existing programs of increased use of existing personnel resources by the proposed program? How will quality and productivity of existing programs be maintained? *[200 words]*

The English Department will use their existing instructional resources to successfully implement the minor. It is anticipated that through more efficient course scheduling there will be little impact on the current program and the current quality of the other programs will not be affected.

- b. Identify new personnel that must be hired to support the proposed program. (Enter the costs of those personnel resources into the budget sheet.) What are the anticipated sources or plans to secure the needed qualified faculty and staff? *[150 words]*

There are no new personnel needed to support this minor.

11. Other resources.

- a. Are the available library and information resources adequate for the proposed program? If not, how will adequate resources be obtained? *[100 words]*

Resources from the library are more than adequate to meet the needs of this program. The requests for this program will be submitted as part of the English department regular requests for library and information resources.

- b. Do existing student services have the capacity to accommodate the proposed program? What are the implications of the new program on services for the rest of the student body? *[150 words]*

There are no implications as the addition will not place any additional strain on existing student services serving the Bachelor of Art in English.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

12. Revenues and expenditures. Describe the implications of the new program on the financial situation of the institution. *[100 words]*

Courses already exist and are part of the overall budget of the English department. There are no financial implications.

- a. Please complete the following table of budget projections using the corresponding information from the fiscal analysis form for the first three years of operation of the new program.

	Year 1	Year 2	Year 3
Revenues	549,288	502,762	512,664
Expenses	549,288	507,762	512,664
Net Income/Deficit (revenues-expenses)	0	0	0

- b. Describe any expenses anticipated with the implementation of the new program. How will these expenses be met? *[200 words]*

There are no new expenses anticipated with the implementation of this minor.

- i. If funding is to come from the reallocation of existing state appropriated funds, please indicate the sources of the reallocation. What impact will the reallocation of funds in support of the program have on other programs? *[150 words]*

n/a

- ii. If an increase in base funding is required to fund the program, indicate the amount of additional base funding and the fiscal year when the institution plans to include the base funding in the department's budget.

n/a

- iii. If the funding is to come from one-time sources such as a donation, indicate the sources of other funding. What are the institution's plans for sustaining the program when that funding ends? *[150 words]*

n/a

- iv. Describe the federal grant, other grant(s), special fee arrangements, or contract(s) that will be valid to fund the program. What does the institution propose to do with the program upon termination of those funds? *[150 words]*

n/a

13. Student fees. If the proposed program intends to impose new course, class, lab, or program fees, please list the type and amount of the fee.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

There are no new student fees for this minor.

14. Complete the fiscal analysis form.

Signature/Date

Chief Academic Officer:  8/12/19

Chief Executive Officer:  8/12/19

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Appendix A – Proposed New Curriculum

Professional Writing Minor

(24 credits)

Required Courses (12 credits)

CRWR 240	Introduction to Creative Writing	(Prereq: WRIT 101)	4
CRWR 312	Intermediate Nonfiction Workshop	(Prereq: CRWR 240)	4
WRIT 313	Writing for Publication	(Prereq: CRWR 240)	4

Select Two (8 credits)

CRWR 310	Intermediate Fiction Workshop	(Prereq: CRWR 240)	4
CRWR 410	Advanced Fiction Workshop	(Prereq: CRWR 310)	4
CRWR 311	Intermediate Poetry Workshop	(Prereq: CRWR 240)	4
CRWR 411	Advanced Poetry Workshop	(Prereq: CRWR 311)	4
CRWR 412	Advanced Nonfiction Workshop	(Prereq: CRWR 312)	4
WRIT 305	Advanced Essay Writing	(Prereq: WRIT 101)	4
WRIT 321	Advanced Technical Writing	(Prereq: WRIT 101)	4

Select One (4 credits)

WRIT 429	Professional Writing	(Prereq: see below)	4
		or	
WRIT 498	Cooperative Education/Internship	(Prereq: see below)	4
		or	
WRIT 499	Senior Project/Thesis	(Prereq: see below)	4

Before a student can enroll in WRIT 429, WRIT 498, or WRIT 499, he/she must have successfully completed, at a minimum, all three required courses for the Professional Writing minor: CRWR 240, CRWR 312, and WRIT 313.

September 17, 2019

ITEM 184-1605-LI0917

Request for authorization to add a minor in Statistics and Modeling

THAT

The University of Montana Western requests authorization from the Montana Board of Regents to add the minor Statistics and Modeling.

EXPLANATION

The Statistics and Modeling minor is a twenty-four credit minor that will formalize the mathematics program additional supporting role of providing statistical education to multiple programs across the campus that teach in the natural, social, and behavioral sciences. Campus programs that would primarily use this minor include but are not limited to psychology, ecology, and biology.

ATTACHMENTS

- Attachment 1 - Academic Proposal Request Form
- Attachment 2 - Curriculum Proposal Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM 184-1605-LI0917 Submission Month or Meeting: 9/17/19

Institution: The University of Montana Western CIP Code: 27.0502

Program/Center/Institute Title: Minor in Statistics and Modeling

Includes (please specify below): Online Offering _____ Options _____

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 <http://mus.edu/che/arsa/academicproposals.asp>.

X **A. Level I:**

Campus Approvals

- _____ **1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- _____ **1b. Withdrawing a postsecondary educational program from moratorium**
- _____ **2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- _____ **3. Establishing a B.A.S./A.A./A.S. area of study**
- _____ **4. Offering an existing postsecondary educational program via distance or online delivery**

OCHE Approvals

- _____ **5. Re-titling an existing postsecondary educational program**
- _____ **6. Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- _____ **7. Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- X _____ **8. Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- _____ **9. Revising a postsecondary educational program** (Curriculum Proposal Form)
- _____ **10. Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

B. Level II:

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What: The University of Montana Western is requesting approval to add a minor in Statistics and Modeling.

Why: The Statistics and Modeling minor is a twenty-four credit minor that will formalize the mathematics program additional supporting role of providing statistical education to multiple programs across the campus that teach in the natural, social, and behavioral sciences. Campus programs that would primarily use this minor include but are not limited to psychology, ecology, and biology.

Resources: No additional resources required. All courses offered in the minor are currently offered in the mathematics department.

Relationship to similar MUS programs: Montana Tech and MSU Billings currently offer a minor or specialized area in statistics. However, as this minor is designed to support the majors and programs at the University of Montana Western there is no concern of cross-over and similarity with other MUS programs.

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CURRICULUM PROPOSAL FORM

- 1. Overview of the request and resulting changes.** Provide a one-paragraph description of the proposed program. Will this program be related or tied to other programs on campus? Describe any changes to existing program(s) that this program will replace or modify. *[100 words]*

The Statistics and Modeling minor is a twenty-four credit minor that will formalize the mathematics program additional supporting role of providing statistical education to multiple programs across the campus that teach in the natural, social, and behavioral sciences. Campus programs that would primarily use this minor include but are not limited to psychology, ecology, and biology. There are no changes to existing programs based on the addition of this minor.

- 2. Relation to institutional strategic goals.** Describe the nature and purpose of the new program in the context of the institution’s mission and core themes. *[200 words]*

This minor aligns with the Core Theme One to “Continuously improve undergraduate education and experiential learning.” Prior to the development of this minor, disciplines outside the mathematics program used statistics and modeling courses on a schedule of convenience to assist their declared majors with completing statistical support for their degree and future career. Consequently, students completed course work related to statistics and modeling in a less than optimal manner.

Approval of this minor provides students already working on courses in this area of study a coordinated course offering leading to a minor that can be recognized on their transcripts and resume.

- 3. Process leading to submission.** Briefly detail the planning, development, and approval process of the program at the institution. *[100 words]*

During the 2017-18 academic year, a curriculum proposal advanced through the campus approval process including: an approval by the department; initial approval by the Provost for resource consideration; a review by the campus department chairs; approval by faculty senate; concluding with a final approval from the Provost and the Chancellor. Campus curriculum proposals require the department to present reasoning and supporting information to support the proposal.

- 4. Program description.** Please include a complete listing of the proposed new curriculum in Appendix A of this document.

- a. List the program requirements using the following table.

	Credits
Credits in required courses offered by the department offering the program	24
Credits in required courses offered by other departments	0
Credits in institutional general education curriculum	4
Credits of free electives	n/a
Total credits required to complete the program	24

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- b. List the program learning outcomes for the proposed program. Use learner-centered statements that indicate what students will know, be able to do, and/or value or appreciate as a result of completing the program.

The overall mathematics program outcomes are listed. The minor is incorporated into these program outcomes.

- Demonstrate competence in a variety of mathematical subfields, including calculus, linear algebra, probability & statistics, data analysis, modeling, and mathematical proof.
- Read and understand primary mathematical and/or scientific literature.
- Write mathematic and/or scientific research proposals and papers.
- Give effective spoken presentations on mathematical and/or scientific research.

5. **Need for the program.** To what specific student, regional, and statewide needs is the institution responding to with the proposed program? How will the proposed program meet those needs? Consider workforce, student, economic, societal, and transfer needs in your response as appropriate. *[250 words]*

The statistics and modeling minor was developed to meet the needs of students in multiple disciplines across the University of Montana Western campus where a focus on statistics and modeling courses increase their career and post-baccalaureate academic pursuits. The minor was carefully crafted to align courses in the mathematics department that delivered sound statistics knowledge to students. Campus programs that would primarily use this minor include but are not limited to psychology, ecology, and biology.

6. **Similar programs.** Use the table below to identify and describe the relationship between any similar programs within the Montana University System.

Institution Name	Degree	Program Title
Montana Tech	Minor	Statistics
MSU Billings	Specialized Area of study/minor	Statistics

- a. If the proposed program substantially duplicates another program offered in the Montana University System, provide a rationale as to why any resulting duplication is a net benefit to the state and its citizens. *[200 words]*

There is not a substantial duplication of another program offered in the MUS as this program is specific to the mathematics department at UMW and will be offered as a supporting minor to UMW's student population.

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- b. Describe any efforts that were made to collaborate with similar programs at other institutions. If no efforts were made, please explain why. [200 words]

No efforts were made as the minor is designed to fit the specific needs of the UMW campus and from existing courses in the mathematics department.

- 7. Implementation of the program.** When will the program be first offered? If implementation will occur in phases, please describe the phased implementation plans. [100 words]

The program will be implemented in the Fall 2019 semester.

- a. Complete the following table indicating the projected enrollments in and graduates from the proposed program.

Fall Headcount Enrollment					Graduates				
AY20	AY21	AY22	AY23	AY24	AY20	AY21	AY22	AY23	AY24
4	6	9	11	15	2	4	5	5	5

- b. Describe the methodology and sources for determining the enrollment and graduation projections above. [200 words]

Projections were developed based on current student interest in the program, average number of students completing math/statistical courses outside of the mathematics department, and initial interest in the minor

- c. What is the initial capacity for the program?

Twenty-five

- 8. Program assessment.** How will success of the program be determined? What action would result if this definition of success is not met? [150 words]

Core Skills Assessment (Outcome A): Mathematics minors will be given the opportunity to develop their core skills while taking two different tiers of courses. Tier 1 courses include STAT121 (Probability), STAT217/233 (Intermediate Statistical Concepts / Biostatistics), and M210 (Introduction to Mathematical Software). Tier 2 courses include Introduction to Linear Algebra, Methods of Data Analysis and Modeling, Statistical Learning Workshop and Multivariate Statistics.

Successful minor program graduates will

- A. demonstrate competence in a variety of mathematical subfields, probability & statistics, data analysis, modeling;
- B. read and understand primary mathematical and/or scientific literature;
- C. write mathematical and/or scientific research proposals and papers;
- D. give effective spoken presentations on mathematical and/or scientific research.

Near the end of each academic year, the department will meet and aggregate data collected from the core skills exams and the research rubrics. We will discuss strengths and weaknesses in both the students and the

Montana Board of Regents
CURRICULUM PROPOSAL FORM

curriculum and develop plans for adjustment when necessary.

- a. Describe the assessment process that will be used to evaluate how well students are achieving the intended learning outcomes of the program. When will assessment activities occur and at what frequency? *[150 words]*

Research Proposals (Outcomes B and C): The first time a research proposal will be assessed will be at the end of M210: Introduction to Mathematical Software. In this class students are taught to use mathematical programming languages like Matlab to solve mathematical problems.

Research Papers (Outcomes A, B and C): In M210, they are also taught how to write a scientific paper using the LaTeX typesetting software. Their final project in this course is to write a research paper on a prescribed mathematical problem they are assigned to solve. Their research skills are assessed by applying the Research Paper Rubric to their paper.

In addition, students will be expected to write multiple research papers when they enroll in Methods of Data Analysis and Modeling, Statistical Learning Workshop or Multivariate Statistics. We assess their research skills by applying the Research Paper Rubric to their papers.

- b. What direct and indirect measures will be used to assess student learning? *[100 words]*
 - a. Spoken Presentations (B and D): Students will be expected to give spoken presentations in Statistics, Biostatistics Stochastic Modeling and Statistical Learning Workshop. These presentations will be assessed using the Spoken Presentation Assessment Rubric. In addition, spoken presentations may be assessed in Discrete Mathematics, Data Analysis & Modeling and any of M490, 498, or 499.
 - b. Research Papers (A, B and C): Students will be expected to write research papers in all 300-400 level Mathematics courses. Their research skills are assessed by applying the Research Paper Rubric to their papers.
- c. How will you ensure that the assessment findings will be used to ensure the quality of the program? *[100 words]*

Near the end of each academic year, the department will meet and aggregate data collected from the core skills exams and the research rubrics. We will discuss strengths and weaknesses in both the students and the curriculum and develop plans for adjustment when necessary.

- d. Where appropriate, describe applicable specialized accreditation and explain why you do or do not plan to seek accreditation. *[100 words]*

This minor does not require specialized accreditation beyond our standard regional assessment and accreditation processes.

9. Physical resources.

- a. Describe the existing facilities, equipment, space, laboratory instruments, computer(s), or other physical equipment available to support the successful implementation of the program. What will be the impact on existing programs of increased use of physical resources by the proposed program? How will the increased use be accommodated? *[200 words]*

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Math labs and classroom equipment, space, computers are available to support this minor, as the course requirements already exist as part of the overall Mathematics major. There should be no impact on existing program physical resources.

- b. List needed facilities, equipment, space, laboratory instruments, etc., that must be obtained to support the proposed program. (Enter the costs of those physical resources into the budget sheet.) How will the need for these additional resources be met? *[150 words]*

There are no new resources/facilities etc. needed for this minor as the courses require already exist as part of the mathematics major.

10. Personnel resources.

- a. Describe the existing instructional, support, and administrative resources available to support the successful implementation of the program. What will be the impact on existing programs of increased use of existing personnel resources by the proposed program? How will quality and productivity of existing programs be maintained? *[200 words]*

The Mathematics department will use their existing instructional resources to successfully implement the minor. As these courses are already in the course rotation, there will be little impact on the current program and the current quality of the other programs will not be affected.

- b. Identify new personnel that must be hired to support the proposed program. (Enter the costs of those personnel resources into the budget sheet.) What are the anticipated sources or plans to secure the needed qualified faculty and staff? *[150 words]*

There are no new personnel needed to support this minor.

11. Other resources.

- a. Are the available library and information resources adequate for the proposed program? If not, how will adequate resources be obtained? *[100 words]*

Resources from the library are more than adequate to meet the needs of this program. The requests for this program will be submitted as part of the Mathematics regular requests for library and information resources

- b. Do existing student services have the capacity to accommodate the proposed program? What are the implications of the new program on services for the rest of the student body? *[150 words]*

There are no implications as the addition will not place any additional strain on existing student services.

12. Revenues and expenditures. Describe the implications of the new program on the financial situation of the institution. *[100 words]*

- a. Please complete the following table of budget projections using the corresponding information from the fiscal analysis form for the first three years of operation of the new program.

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CURRICULUM PROPOSAL FORM

	Year 1	Year 2	Year 3
Revenues	486,571	495,911	505,436
Expenses	486,571	495,911	505,436
Net Income/Deficit (revenues-expenses)	0	0	0

- b. Describe any expenses anticipated with the implementation of the new program. How will these expenses be met? [200 words]

There are no new expenses anticipated with the implementation of this program.

- i. If funding is to come from the reallocation of existing state appropriated funds, please indicate the sources of the reallocation. What impact will the reallocation of funds in support of the program have on other programs? [150 words]

n/a

- ii. If an increase in base funding is required to fund the program, indicate the amount of additional base funding and the fiscal year when the institution plans to include the base funding in the department's budget.

n/a

- iii. If the funding is to come from one-time sources such as a donation, indicate the sources of other funding. What are the institution's plans for sustaining the program when that funding ends? [150 words]

n/a

- iv. Describe the federal grant, other grant(s), special fee arrangements, or contract(s) that will be valid to fund the program. What does the institution propose to do with the program upon termination of those funds? [150 words]

n/a

- 13. Student fees.** If the proposed program intends to impose new course, class, lab, or program fees, please list the type and amount of the fee.

No new fees proposed.

- 14.** Complete the fiscal analysis form.

Signature/Date

Montana Board of Regents
CURRICULUM PROPOSAL FORM

Chief Academic Officer: *Deb Heden* 8/12/19

Chief Executive Officer: *B Weatherly* 8/12/19

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Appendix A – Proposed New Curriculum

Minor Requirements

- M 210 - Introduction to Mathematical Software 4 Credit(s)
- STAT 121 - Probability 4 Credit(s)
- STAT 217 - Intermediate Statistical Concepts 4 Credit(s)

Select 3 courses/12 credits from the following:

- M 221 - Introduction to Linear Algebra 4 Credit(s)
- M 345 - Methods in Data Analysis and Modeling 4 Credit(s)
- STAT 394A - Statistical Learning Workshop 4 Credit(s)
- STAT 420 - Advanced Modeling 4 Credit(s)
- STAT 433 - Stochastic Modeling 4 Credit(s)
- STAT 437 - Introduction to Applied Multivariate Analysis 4 Credit(s)

Total credits: 24

September 17, 2019

ITEM 184-1606-LI0917

Request for authorization to add a minor in Environmental Sustainability

THAT

The University of Montana Western requests authorization from the Montana Board of Regents to add a minor in Environmental Sustainability as part of the existing Environmental Sciences program.

EXPLANATION

The Environmental Sustainability minor is a twenty-four credit minor that will supplement other majors at the institution supporting students interested in studying environmental sustainability along with their selected bachelor's program. Campus programs that would primarily use this minor include but are not limited to natural horsemanship, education, psychology, ecology, and biology.

ATTACHMENTS

- Attachment 1 - Academic Proposal Request Form
- Attachment 2 - Curriculum Proposal Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM #184-1606-LI0917

Submission Month or Meeting: 9/17/19

Institution: The University of Montana Western

CIP Code: 03.0199

Program/Center/Institute Title: Minor in Environmental Sustainability

Includes (please specify below): Online Offering _____ Options _____

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 <http://mus.edu/che/arsa/academicproposals.asp>.

X **A. Level I:**

Campus Approvals

- _____ 1a. **Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)
- _____ 1b. **Withdrawing a postsecondary educational program from moratorium**
- _____ 2. **Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**
- _____ 3. **Establishing a B.A.S./A.A./A.S. area of study**
- _____ 4. **Offering an existing postsecondary educational program via distance or online delivery**

OCHE Approvals

- _____ 5. **Re-titling an existing postsecondary educational program**
- _____ 6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)
- _____ 7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)
- X _____ 8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)
- _____ 9. **Revising a postsecondary educational program** (Curriculum Proposal Form)
- _____ 10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

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ACADEMIC PROPOSAL REQUEST FORM

B. Level II:

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Intent to Plan Form)
2. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Intent to Plan Form)
3. **Exceeding the 120 credit maximum for baccalaureate degrees** *Exception to policy 301.11*
4. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
5. **Re-titling an academic, administrative, or research unit**

Proposal Summary [360 words maximum]

What: The University of Montana Western is requesting approval to add a minor in Environmental Sustainability to the existing Environmental Sciences programs.

Why: This proposal is designed to enhance career opportunities for students across multiple disciplines that teach in the natural, social, and behavioral sciences.

Resources: No additional resources required. All courses offered in the minor are currently offered in the Environmental Sciences department.

Relationship to similar MUS programs: There is no substantial duplication as this minor is designed for University of Montana Western students to supplement their other programs, such as natural horsemanship, ecology, psychology, biology, and education, with environmental sustainability knowledge.

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CURRICULUM PROPOSAL FORM

- 1. Overview of the request and resulting changes.** Provide a one-paragraph description of the proposed program. Will this program be related or tied to other programs on campus? Describe any changes to existing program(s) that this program will replace or modify. *[100 words]*

The Environmental Sustainability minor is a twenty-four credit minor that was designed to complement other degrees at the University of Montana Western. Campus programs primarily using this minor include but are not limited to natural horsemanship, education, psychology, ecology, and biology. There are no changes to existing programs based on the addition of this minor.

- 2. Relation to institutional strategic goals.** Describe the nature and purpose of the new program in the context of the institution’s mission and core themes. *[200 words]*

Montana Western’s mission statement notes the importance of “academic excellence by sustaining a culture of concentrated experiential education.” The Environmental Sciences department conducts regular assessment and planning related to the experiential learning aspects of their program. These practices will transition to the minor in Environmental Sustainability. As a result, the department will continue their leadership in producing program graduates that have real world experience as they transition from college into the job-market.

This change also aligns with all three core themes of the University. By proposing this change, the program used their assessment process to align with Core Theme 1 to improve the undergraduate education and experiential learning of the program. In addition, it supports retention, student success efforts (Core Theme 2), and stewardship (Core Theme 3) by updating to changing job-market demands.

- 3. Process leading to submission.** Briefly detail the planning, development, and approval process of the program at the institution. *[100 words]*

During the 2018-19 academic year, a curriculum proposal advanced through the campus approval process including: an approval by the department; initial approval by the Provost for resource consideration; a review by the campus department chairs; approval by faculty senate; concluding with a final approval from the Provost and the Chancellor. Campus curriculum proposals require the department to present reasoning and supporting information to support the proposal.

- 4. Program description.** Please include a complete listing of the proposed new curriculum in Appendix A of this document.

- a. List the program requirements using the following table.

	Credits
Credits in required courses offered by the department offering the program	24
Credits in required courses offered by other departments	0
Credits in institutional general education curriculum	0
Credits of free electives	n/a

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CURRICULUM PROPOSAL FORM

Total credits required to complete the program	24
--	----

- b. List the program learning outcomes for the proposed program. Use learner-centered statements that indicate what students will know, be able to do, and/or value or appreciate as a result of completing the program.
- Demonstrate knowledge about the natural processes that create and shape our environment.
 - Acquire skills and methods necessary to communicate discipline-specific knowledge to others.
 - Demonstrate knowledge of the concepts central to his/her field of study.

5. Need for the program. To what specific student, regional, and statewide needs is the institution responding to with the proposed program? How will the proposed program meet those needs? Consider workforce, student, economic, societal, and transfer needs in your response as appropriate. *[250 words]*

This minor was developed to assist students who have desired an Environmental Sustainability minor that would support other programs at the University such as natural horsemanship, biology, ecology, education, and psychology. This minor also provides additional opportunities for career enhancement as a background in environmental sciences are needed in many state and federal agencies as well as in the private industry and consulting firms.

6. Similar programs. Use the table below to identify and describe the relationship between any similar programs within the Montana University System.

Institution Name	Degree	Program Title

- a. If the proposed program substantially duplicates another program offered in the Montana University System, provide a rationale as to why any resulting duplication is a net benefit to the state and its citizens. *[200 words]*

There is no substantial duplication between any programs. In addition, this minor has been specifically designed to support the University of Montana Western student’s program and career goals.

- b. Describe any efforts that were made to collaborate with similar programs at other institutions. If no efforts were made, please explain why. *[200 words]*

n/a

7. Implementation of the program. When will the program be first offered? If implementation will occur in phases, please describe the phased implementation plans. *[100 words]*

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CURRICULUM PROPOSAL FORM

The program will be implemented in the Fall 2019 semester.

- a. Complete the following table indicating the projected enrollments in and graduates from the proposed program.

Fall Headcount Enrollment					Graduates				
AY20	AY21	AY22	AY23	AY24	AY20	AY21	AY22	AY23	AY24
3	4	6	8	10	0	2	3	4	6

- b. Describe the methodology and sources for determining the enrollment and graduation projections above. *[200 words]*

Projections were developed based on current student interest in the program, average number of students completing environmental sustainability courses outside of the Environmental sustainability program and initial interest in the minor.

- c. What is the initial capacity for the program?

Twenty-five

- 8. Program assessment.** How will success of the program be determined? What action would result if this definition of success is not met? *[150 words]*

Objectives are designed to produce students able to work within fields related to environmental sustainability or to produce students with strong communication skills and an understanding of the environment and sustainability to serve in many careers.

We will track recruitment metrics, engagement levels, retention, skill mastery and completion metrics. Program learning outcomes will be adjusted proactively to align with needs in professional and academic fields related to environmental sustainability. Low values within metrics that define program success will initiate investigations into why numbers are low. Initially, program adjustments will be made to improve numbers. If program success becomes low across all measures for a sustained period, program overhaul or disbanding may be required.

- a. Describe the assessment process that will be used to evaluate how well students are achieving the intended learning outcomes of the program. When will assessment activities occur and at what frequency? *[150 words]*

Learning outcomes within courses will be aligned with program outcomes. Specific activities within courses will be used to assess learning outcomes in lower division and then upper division courses. Upper division outcome results will measure overall student mastery of material through completion of the program.

- b. What direct and indirect measures will be used to assess student learning? *[100 words]*

Use of rubrics on assignments that relate to program outcomes will help with ensuring program standards

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CURRICULUM PROPOSAL FORM

are met and will be a direct measure to assess student learning. The department also uses surveys related to course content that we will continue to use to indirectly measure student engagement, study skills and issues of retention and success.

- c. How will you ensure that the assessment findings will be used to ensure the quality of the program? *[100 words]*

Annually the department compiles assessment data and writes up an assessment report. As part of the annual assessment, we review any relevant data related to teaching, learning and program structure. Learning outcomes, department curricular structure and the department mission statement are checked for alignment with common student career and educational goals. The department strives to support skill development that will lead to student success well-beyond the University of Montana Western campus.

We also have regularly scheduled department meetings throughout the academic year to ensure we are proactive in maintaining program quality and addressing issues as they arise.

- d. Where appropriate, describe applicable specialized accreditation and explain why you do or do not plan to seek accreditation. *[100 words]*

This minor does not require specialized accreditation beyond our standard regional assessment and accreditation processes.

9. Physical resources.

- a. Describe the existing facilities, equipment, space, laboratory instruments, computer(s), or other physical equipment available to support the successful implementation of the program. What will be the impact on existing programs of increased use of physical resources by the proposed program? How will the increased use be accommodated? *[200 words]*

Lab, equipment, space, computers are available to support this minor, as the course requirements already exist as part of the overall Environmental Sustainability major. There should be no impact on existing program physical resources.

- b. List needed facilities, equipment, space, laboratory instruments, etc., that must be obtained to support the proposed program. (Enter the costs of those physical resources into the budget sheet.) How will the need for these additional resources be met? *[150 words]*

There are no new resources/facilities etc. needed for this minor as the courses require already exist as part of the Environmental Sustainability program.

10. Personnel resources.

- a. Describe the existing instructional, support, and administrative resources available to support the successful implementation of the program. What will be the impact on existing programs of increased use of existing personnel resources by the proposed program? How will quality and productivity of existing programs be maintained? *[200 words]*

The Environmental Science department will use their existing instructional resources to successfully implement the minor. As these courses are already in the course rotation, there will be little impact on the current program and the current quality of the other programs will not be affected.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

- b. Identify new personnel that must be hired to support the proposed program. (Enter the costs of those personnel resources into the budget sheet.) What are the anticipated sources or plans to secure the needed qualified faculty and staff? *[150 words]*

There are no new personnel needed to support this minor.

11. Other resources.

- a. Are the available library and information resources adequate for the proposed program? If not, how will adequate resources be obtained? *[100 words]*

Resources from the library are more than adequate to meet the needs of this program. The requests for this program will be submitted as part of the Environmental Science department's regular requests for library and information resources.

- b. Do existing student services have the capacity to accommodate the proposed program? What are the implications of the new program on services for the rest of the student body? *[150 words]*

There are no implications as the addition will not place any additional strain on existing student services.

12. Revenues and expenditures. Describe the implications of the new program on the financial situation of the institution. *[100 words]*

- a. Please complete the following table of budget projections using the corresponding information from the fiscal analysis form for the first three years of operation of the new program.

	Year 1	Year 2	Year 3
Revenues	481,515	512,502	522,627
Expenses	481,515	512,502	522,627
Net Income/Deficit (revenues-expenses)	0	0	0

- b. Describe any expenses anticipated with the implementation of the new program. How will these expenses be met? *[200 words]*

There are no new expenses anticipated with the implementation of this program.

- i. If funding is to come from the reallocation of existing state appropriated funds, please indicate the sources of the reallocation. What impact will the reallocation of funds in support of the program have on other programs? *[150 words]*

n/a

- ii. If an increase in base funding is required to fund the program, indicate the amount of additional base funding and the fiscal year when the institution plans to include the base funding in the

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department's budget.

n/a

- iii. If the funding is to come from one-time sources such as a donation, indicate the sources of other funding. What are the institution's plans for sustaining the program when that funding ends? [150 words]

n/a

- iv. Describe the federal grant, other grant(s), special fee arrangements, or contract(s) that will be valid to fund the program. What does the institution propose to do with the program upon termination of those funds? [150 words]

n/a

- 13. Student fees.** If the proposed program intends to impose new course, class, lab, or program fees, please list the type and amount of the fee.

No new fees proposed with this minor.

- 14.** Complete the fiscal analysis form.

Signature/Date

Chief Academic Officer:  8/12/19

Chief Executive Officer:  8/12/19

Appendix A – Proposed New Curriculum

ENVIRONMENTAL SUSTAINABILITY MINOR (24)

Core (12 Credits)

GEO 101-109 Any 100-level Geology rubric (4)

ENSC 191 Environmental Sustainability* (4)

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GEO 291A Weather and Climate (4)

One of the following (4 Credits): Pre-reqs must be fulfilled

GEO 230 Geology of the American West (4)

ENSC 255 Environmental Research and Writing (4)

ENST 2xx Sustaining Water Resources* (4)

Two of the following (8 Credits): Pre-reqs must be fulfilled

NRSM 2xx Natural Resources Conflict Resolution* (4)

GEO 374 Carbon Cycle and Climate (4)

ENST 384 Environmental Policy (4)

ENSC 4xx Human Dimensions of Global Chang*e (4)

NRSM441 Sustainable Natural Resource Management (4)

ENSC 348 Soil Science (4)

*xx courses are in common course numbering processes