

Great Falls College MSU
Curriculum Committee
Action Item Submission Form

Questions have been taken from the Montana
Board of Regents Curriculum Proposals document.

Division: _____

CIP Code: _____

Department: _____

Program: _____

Proposed Modification (check one): Create New Program Modify Existing Program

Effective Date (semester and year): _____ 20 _____

Provide a one-paragraph description of the proposed program. Be specific about what degree, major, or option is sought.

NEED:

To what specific needs (i.e. students, industry, jobs) is the institution responding in developing the proposed program?

How will students and any other affected constituencies be served by the proposed program?

What is the anticipated demand for the program? What data were used to document demand for the program? How was this determined? (E.g., surveys, response to advertisement, Department of Labor statistics, etc.)

Advisory Board Approval (copy and paste appropriate portion of meeting minutes):

Institutional and System Fit:

What is the connection among the proposed program and existing programs at the institution?

Will approval of the proposed program requires changes to any existing programs at the institution? If so, please describe. Has this proposal been submitted to all Division Directors for review?

Describe what distinguishes this program from other, closely related programs at Great Falls College (if appropriate).

How does the proposed program serve to advance the strategic goals of the institution?

Describe the relationship between the proposed program and any similar programs within the Montana University System. In cases of substantial duplication, explain the need for the proposed program at an additional institution. Describe any efforts that were made to collaborate with these similar programs; and if no efforts were made, explain why. If articulation or transfer agreements have been developed for the substantially duplicated programs, please include the agreement(s) as part of the documentation.

Program Details:

Provide a detailed description of the proposed curriculum. Where possible, present information in the form intended to appear in the catalog or other publications. NOTE: In the case of two-year degree programs and certificates of applied science, the curriculum should include enough detail to determine if the characteristics set out in Regents' Policy 301.12 have been met.

Describe the planned implementation of the proposed program, including estimates of numbers of students at each stage.

Is outside accreditation required? If yes, explain.

Resources:

Will additional faculty resources be required to implement this program? If yes, please describe the need and indicate the plan for meeting this need. Is faculty workload consistent with Great Falls College's faculty workload assignment practice?

Are other, additional resources required to ensure the success of the proposed program? If yes, please describe the need and indicate the plan for meeting this need. (Has the librarian or director of eLearning been consulted about the needs of the course?)

Are financial resources required to start and to maintain this proposal? Explain. If this is a new or substantially expanded program, provide a budget for the first 2 years of operation as an attachment.

Addendum required by Board of Regents:

Assessment:

How will the success of the program be measured?

Process Leading to Submission

Describe the process of developing and approving the proposed program. Indicate, where appropriate, involvement by faculty, students, community members, potential employers, accrediting agencies, etc.

How does the proposed program serve to advance the strategic goals of the institution?



Submitter

Date

Program Director

Date

Division Director

Date

Registrar

Date

Associate Dean

Date

Curriculum Committee Chair

Date

This form must be submitted to the Assistant to the Associate Dean, complete with all signatures, by 5:00 p.m. on the deadline date.

Failure to submit by the deadline will result in non-placement on the current meeting agenda.

For Office Use Only

Curriculum Committee Action Summary (to be completed by the meeting scribe)

MOTION AS PRESENTED

MOTION WITH MODIFICATION TO PROPOSAL

Members present for vote:

Committee Chair votes ONLY if it will affect the results of the vote.

Committee Vote:

Result:

In Favor

Motion Carried

Oppose

Motion Failed

Abstain

Item Tabled

Item entered into database:

Signed: _____