

CP 4-2: Curriculum Proposals

COLLEGE PROCEDURES CP 4-2

APPROVED: December 18, 2001

EFFECTIVE: December 18, 2001

REFERENCES: BP 4-2

New educational program proposals shall be presented in the following manner:

1. specify the objectives to be reached by the addition of the program;
2. specify in detail present faculty, facilities and equipment, and library holdings in support of the program, and compare them to known or anticipated minimum standards for accreditation;
3. additional faculty requirements should be detailed as to qualifications, salary, and recruitment;
4. increased costs will be submitted in detail for the first year, for the biennium, and an estimate of the continuing costs of the program over a five-year period. These costs should reflect new faculty, increased library costs, space requirements, equipment, other facilities' needs, and identify sources of funding;
5. a new program will be carefully scrutinized as to the effect on enrollment, numbers of students with lower division course breakdowns, and the number expected to graduate over a ten-year period;
6. list the new courses the program will add to the curriculum and specify the course requirements for the certificate or degree;
7. indicate the inter-departmental implications of additions of the program or supporting courses in departments which contribute to the new program of studies;
8. occupational curriculum proposals will include information on related job opportunities, as well as data on similar programs offered within the state in any postsecondary institution. The Board of Regents shall consider any other occupational curricula offered by any postsecondary institution in the state in determining necessary or unnecessary duplication.
9. explain how the recommendation to submit the proposal to the Board of Regents was made: include information about process followed, faculty involvement, employer or community input, market demand for graduates, employment prospects and starting salaries, as well as other justifications.

In all cases, the Board of Regents may require an appropriate report from outside, objective consultants to assist the Board in analyzing the proposal and arriving at a just decision.

A copy of the curriculum proposal shall be forwarded to the Deputy Commissioner for Academic Affairs and to the chief academic officers of the campuses of the Montana University System, community colleges, and colleges of technology as soon as it has been approved by the campus concerned.

SCOPE These procedures apply to Dawson Community College.
