

**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]*
  
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]*
  
3. **Process leading to submission.** Briefly detail the planning, development, and approval process of the program at the institution. *[100 words]*
  
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	
Credits in required courses offered by other departments	
Credits in institutional general education curriculum	
Credits of free electives	
Total credits required to complete the program	

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.

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

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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]*
  
- 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]*

**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]*

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

Fall Headcount Enrollment					Graduates				
AY__	AY__	AY__	AY__	AY__	AY__	AY__	AY__	AY__	AY__

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

c. What is the initial capacity for the program?

**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]*

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- 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]*
  
- b. What direct and indirect measures will be used to assess student learning? *[100 words]*
  
- c. How will you ensure that the assessment findings will be used to ensure the quality of the program? *[100 words]*
  
- d. Where appropriate, describe applicable specialized accreditation and explain why you do or do not plan to seek accreditation. *[100 words]*

**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]*
  
- 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]*

**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]*
  
- 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]*

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**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]*
  
- 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]*

**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 budget template for the first three years of operation of the new program.

	Year 1	Year 2	Year 3
Revenues			
Expenditures			
Net Revenue (revenues-expenditures)			

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

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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]*

**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.

**14.** Complete the budget template below with the following information:

- Indicate all resources needed including the planned FTE enrollment, projected revenues, and estimated expenditures for the first three fiscal years of the program.
- Include reallocation of existing personnel and resources and anticipated or requested new resources.
- Amounts should reconcile subsequent pages where budget explanations are provided.

Signature/Date

**College or School Dean:**

**Chief Academic Officer:**

**Chief Executive Officer:**

**Flagship Provost\*:**

**Flagship President\*:**

\*Not applicable to the Community Colleges.



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6. Directors/Administrators	_____	_____	_____	_____	_____	_____
7. Administrative Support Personnel	_____	_____	_____	_____	_____	_____
8. Fringe Benefits	_____	_____	_____	_____	_____	_____
9. Other: _____	_____	_____	_____	_____	_____	_____
<b>Total Personnel and Costs</b>	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>

	FY _____		FY _____		FY _____	
	On-going	One-time	On-going	One-time	On-going	One-time
<b>B. Operating Expenditures</b>						
1. Travel	_____	_____	_____	_____	_____	_____
2. Professional Services	_____	_____	_____	_____	_____	_____
3. Other Services	_____	_____	_____	_____	_____	_____
4. Communications	_____	_____	_____	_____	_____	_____
5. Materials and Supplies	_____	_____	_____	_____	_____	_____
6. Rentals	_____	_____	_____	_____	_____	_____
7. Materials & Goods for Manufacture & Resale	_____	_____	_____	_____	_____	_____
8. Other: _____	_____	_____	_____	_____	_____	_____
<b>Total Operating Expenditures</b>	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>

	FY _____		FY _____		FY _____	
	On-going	One-time	On-going	One-time	On-going	One-time
<b>C. Capital Outlay</b>						
1. Library Resources	_____	_____	_____	_____	_____	_____
2. Equipment	_____	_____	_____	_____	_____	_____
<b>Total Capital Outlay</b>	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>

FY \_\_\_\_\_ FY \_\_\_\_\_ FY \_\_\_\_\_

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	On-going	One-time	On-going	One-time	On-going	One-time
<b>D. Capital Facilities Construction or Major Renovation</b>	_____	_____	_____	_____	_____	_____
	FY _____		FY _____		FY _____	
	On-going	One-time	On-going	One-time	On-going	One-time
<b>E. Other Costs</b>						
1. Utilities	_____	_____	_____	_____	_____	_____
2. Maintenance & Repairs	_____	_____	_____	_____	_____	_____
3. Other: _____	_____	_____	_____	_____	_____	_____
<b>Total Other Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Income (Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

The signature of the campus Chief Financial Officer signifies that he/she has reviewed and assessed the fiscal soundness of the proposal and provided his/her recommendations to the Chief Academic Officer as necessary.

\_\_\_\_\_  
Campus Chief Financial Officer Signature

Chief Financial Officer comments:



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**Appendix A – Proposed New Curriculum**