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**UCSC – New Program Proposal Procedure and Forms**

**Updated Fall 2024**

**New Program Proposal Procedure**

This procedure implements UM Policy 02:001 – Curriculum Development and Revision.

**Step 1. Request to Begin New Program Proposal**

A. Submit a request to the Undergraduate Curriculum and Standards Committee (UCSC) (ucsc@montevallo.edu) to begin new program proposal using the form below.

The form requires:

1) brief description and rationale for new program (200 words or less);

2) an application timeline taking into consideration the following:

i.) curriculum change deadlines (see UM’s Academic Calendar); be sure to allocate time for any approvals from the Department(s), Chairs/Deans, College, UCSC, Executive Cabinet, Board of Trustees, ACHE, and SACSCOC. Due to the approval schedule of external bodies (Alabama Commission on Higher Education (ACHE) and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the timeline will likely be three or four full academic semesters in length or longer, depending on scheduling. Please see *Attachment 3* on the ACHE Proposal for New Degree Program for the Timeline for New Programs:https://www.ache.edu/index.php/forms/
You may also visit the *Instruction* page on the ACHE website for additional information. https://www.ache.edu/index.php/academic-program-approval/

ii.) UCSC meeting schedule (UCSC requires any documentation to be received 2 weeks prior to meeting);

Include allocation of time for a) consultation with IRPA for assistance with the survey of student interest; b) consultation with Library faculty for the required analysis of Carmichael Library resources (minimum two weeks); and c) for advice from the Business Office regarding expenses related to needed resources (as addressed in the new academic degree program summary included in the ACHE proposal for a new degree program).

iii.) allocation of time to meet with CFO to confirm accuracy of budget (following approval of proposal by UCSC);

iv.) Executive Cabinet (EC) and Board of Trustees (BOT) schedules;

v.) ACHE schedule (NISP deadline and full proposal deadline) (Note: the NISP submission should be done in collaboration with the Provost), the Alabama State Department of Education timeline (if applicable), and/or any other relevant external body;

vi.) SACSCOC Substantive Change Deadlines (if necessary, as determined in consultation with SACSCOC Liaison).

3) support from Chair(s) and Dean(s) (as indicated by signatures or attached documentation) and acknowledgment of notification of proposal from SACSCOC Liaison.

**Note that consultation with the UCSC Chair in formulating the timeline is necessary.**

B. Once the Request to Begin Proposal form is completed, the UCSC chair will notify UCSC of submission of the completed form. UCSC will officially acknowledge receipt (via the Chair) and authorize the UCSC chair to verify the timeline and make any necessary alterations. Approval of the timeline by UCSC in no way indicates agreement upon any details of the proposed program.

**Step 2. New Program Proposal**

A. Complete entire proposal (UCSC new program threshold questions, full ACHE threshold questions available on ACHE website) along with additional questions on form below.

B. Submit proposal along with support from Chair(s), Dean(s) (as indicated by signatures or attached documentation) according to agreed timeline (no less than 2 weeks prior to UCSC meeting and at least 2 UCSC meeting cycles before the application has to be approved by another body to provide time for revisions.).

C. UCSC will vote yea, nay, or nay with an option to resubmit with requested changes. In cases of “nay with option to resubmit”. The UCSC response will be a collective deliberative response to the proposal.

-A representative will attend the UCSC meeting, during which the proposal is being considered, to answer questions and/or offer clarifications. Only UCSC members will be present for final deliberations and a vote. If any member of UCSC has a conflict of interest with regard to the proposal, he/she will be recused.

**Step 3.** Once a proposal has been approved by UCSC, the faculty who developed the program will meet with the CFO, as indicated above and then work with the Provost/VPAA’s office to submit required documents to the EC, BOT, and ACHE. The SACSOC Liaison will assist with submission of the required documents to SACSCOC.

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**UCSC – Request to Begin New Program Proposal**

**Updated Fall 2024**

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| --- |
| Name of Program: |
| College(s): | Department(s): |
| Date: | Faculty Submitting Proposal: |

1. Provide a brief description and rationale for new program (200 words or less).

2. Provide an application timeline as indicated in instructions.

3. Provide acknowledgement of notification of request to begin proposal from SACSCOC Liaison as indicated by signature below.

Name:

Signature:

Date:

Notes:

4. Provide support from applicable Chair(s) and Dean(s) as indicated by signatures (add signature lines as needed) and/or attached documentation.

Chair Name:

Signature:

Date:

Dean Name:

Signature:

Date:

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**UCSC – New Program Proposal Threshold Questions**

**To be submitted in addition to ACHE Threshold Questions**

**Updated Fall 2024**

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| --- |
| Name of Program: |
| College(s): | Department(s): |
| Date: | Faculty Submitting Proposal: |

1. How does the program support the mission and vision of UM? How does the program support the strategic plan of UM?

**Mission Statement**

The overriding mission of the University of Montevallo, unique in Alabama higher education, is to provide to students from throughout the state an affordable, geographically accessible, “small college” public higher educational experience of high quality with a strong emphasis on undergraduate liberal studies and with professional programs supported by a broad base of arts and sciences, designed for their intellectual and personal growth in pursuit of meaningful employment and responsible, informed citizenship.

**Vision Statement**

UM offers undergraduate and graduate students a learner-centered 21st century education informed by our liberal arts identity.

Core Values

1. Respect and civility
2. Intellectual and personal growth
3. Civic engagement and advocacy
4. Global citizenship and sustainability

2. How does the program support the purpose and/or the unit goals of the college and department within which it will reside?

3. How will this program be related to other programs at UM? If this is an interdisciplinary program, include written acknowledgement from
Chair/Dean of all programs included.

4. How will the enrollment in other programs at UM be impacted by this program? Include written acknowledgement from Chair/Dean of impacted program(s).

5. Survey of Student Interest. Attach a copy of the survey of student interest with a summary of results. Other supporting evidence of student interest may also be provided.

6. Describe projected enrollments and the need for the program.

7. Describe briefly the criteria and screening process that will be used to select students for the program.

8. Attach a list, utilizing the checksheet format, that includes the general education curriculum and all courses in the program. Specify which new courses will be added to the curriculum for this program. Indicate number, title, prerequisites, credit hour value for each course, and total number of credit hours in the program and the baccalaureate degree (note that a minimum of 120 hours is required).

9. Provide a table comparing the coursework from the proposed program to at least three competitive programs (in-state and/or Council of Public Liberal Arts Colleges (COPLAC), if possible).

10. Is there a corresponding Statewide Transfer and Articulation Reporting System (STARS) guide for this program? Indicate which one and whether or not the program’s curriculum is in line with the corresponding STARS guide. Provide any additional information related to STARS. If there is no corresponding STARS guide, indicate whether the Registrar’s Office has been notified to begin working on an articulation template.

11. Will any type of distance education technology be utilized in the delivery of the program? Address the quality, access and cost considerations of using distance technology in the program.

12. Provide a narrative describing faculty involvement in the planning and approval of the change (with documentation).

Provide support from all applicable Chair(s) and Dean(s) as indicated by signatures (add signature lines as needed) or attached documentation.

Chair Name:

Signature:

Date:

Dean Name:

Signature:

Date: