

**To:** All Faculty

**From:** ASCRC and Graduate Council

 Kimber McKay, Interim Vice Provost for Academic Affairs

**Date:** December 5, 2022

**Re:** Spring Curriculum Proposal Deadline

The Faculty Senate spring curriculum deadline is **Friday, February 15th, 2022** for program-level proposals not considered this fall. Course changes are mostly considered in the fall (see [Procedure 201.00](https://www.umt.edu/faculty-senate/procedures/ascrc-procedures-201/ascrc-curriculum-review-overview-201.00.pdf)). **Any course changes submitted will NOT be available in the fall 2023 schedule / catalog.**

**Level I and II proposals are due to the Office of the Provost by February 6, 2023.** Deans may set an earlier deadline for internal review.Consult the [Provost's curriculum webpage](https://www.umt.edu/provost/faculty/curriculum/default.php) and [Curriculum Approval Handbook](https://www.umt.edu/provost/faculty/curriculum/docs/curriculum-approval-handbook.pdf) for details and instructions.

**Special Instructions for Spring Level I and II submissions:**

We are in the process of transitioning from Coursedog to CourseLeaf for curriculum proposal submissions. Instructions on how to submit curriculum proposals this spring are therefore forthcoming. We are asking faculty to take a few additional steps before submitting a Level I and II proposal to ensure a smooth transition.

* Contact Vice Provost Kimber McKay (kimber.mckay@mso.umt.edu) and Hadley Jackson (hadley.jackson@mso.umt.edu) regarding the change you expect to submit. Knowing your change well in advance will allow us to make sure you are accessing the correct platform at the right time.
* Consult the [Provost's curriculum webpage](https://www.umt.edu/provost/faculty/curriculum/default.php) for updates and links and instructions for CourseLeaf once it is live. CourseLeaf trainings will be offered in January leading up to the February 6 deadline.
* **January 6, 2023** is the deadline for Request to Plans (RTP) to be considered at the March BOR meeting. If you plan to submit an RTP for this deadline, contact Vice Provost Kimber McKay (kimber.mckay@mso.umt.edu) and Hadley Jackson (hadley.jackson@mso.umt.edu) **as soon as possible**.

**Submission:**

* Level I and II changes
	+ We expect to accept proposals on CourseLeaf, but the platform is not yet live. In the meantime, we suggest drafting proposal materials using OCHE’s forms (on which the CourseLeaf forms are modeled). All forms are available on [OCHE’s forms webpage](https://mus.edu/board/meetings/Forms/FormsInfo.html).
		- A table detailing the types of changes and required forms for each change type are available on pages 4-5 of the [Curriculum Approval Handbook](https://www.umt.edu/provost/faculty/curriculum/docs/curriculum-approval-handbook.pdf).
	+ Please note that most Level II changes require a Request to Plan (RTP), which must receive approval from BOR before the full proposal is submitted. If you have not submitted an RTP for a change that qualifies as a Level II change, you must do so before submitting the full proposal. Contact Vice Provost Kimber McKay (kimber.mckay@mso.umt.edu) and Hadley Jackson (hadley.jackson@mso.umt.edu) if you are unsure of whether the change you are requesting requires an RTP.
	+ Feel free to contact Hadley Jackson (hadley.jackson@mso.umt.edu) with any questions.
* New courses and changes to existing courses
	+ [E-Curr](https://login.umt.edu/idp/profile/cas/login?execution=e1s1) is the submission platform for proposals for new courses or changes to existing courses. **Course-level proposals submitted in spring 2023 will not be available for fall 2023 registration.**
		- See [procedure 201.30.1](https://www.umt.edu/faculty-senate/procedures/ascrc-procedures-201/course-evaluating-criteria-201.30.1.pdf) for details.
		- Contact Camie Foos (camie.foos@mso.umt.edu) with questions
* [Program Modification forms](https://www.umt.edu/faculty-senate/documents/forms/fs-prog-mod-form_11-21.docx) and [Dual Degree Creation forms](https://www.umt.edu/faculty-senate/documents/forms/fs-dual-degree-creation-form_11-21.docx) will eventually transition to Courseleaf. In the meantime, they are accepted in Word or PDF with necessary approvals.
	+ Email Camie Foos (camie.foos@mso.umt.edu) with program modifications or creation of dual degrees with the **department name in the subject line**.
		- Please submit separate files for each form with a label that accurately reflects the content of the form. See [Procedure 201.30](https://www.umt.edu/faculty-senate/procedures/ascrc-procedures-201/curriculum-change-evaluation-criteria-201.30.pdf) for details.

**Approvals:**

* All proposal materials must be complete and be approved by the department chair and dean prior to submission. The chair(s) of any affected programs should also be consulted and added to the proposal for notification. The Provost and President review Level I and II proposals before they are submitted to BOR.