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**UCSC – New Academic Initiative Procedure and Forms**

**Updated Fall 2024**

**Proposal Procedure**

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

Academic Initiatives vary greatly in form and impact on curriculum. For this reason, consultation with the Undergraduate Curriculum and Standards Committee (UCSC) Chair is necessar prior to initiating the Request to Begin Proposal so that any appropriate adjustments to the procedure and/or form can be made. Examples of past submissions include the First Year Experience Pilot and First Year Seminar (UM101), Service Learning, Becoming, Math Across the Curriculum, and Changes to the Writing Reinforcement Requirement.

**Step 1. Request to Begin Proposal**

A. Submit a request to UCSC to begin new major proposal using the form below.

The form requires:

1) brief description and rationale for initiative (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 consider time for any approvals from Chairs/Deans;

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

If necessary, 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; and c) for advice from CFO Office regarding expenses related to needed resources.

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.) Alabama Commission on Higher Education (ACHE) schedule, if applicable, the Alabama State Department of Education timeline (if applicable), and/or any other relevant external body;

vi.) Southern Association of Colleges and Schools Commission on Colleges (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).

**Note that consultation with the UCSC Chair in formulating the timeline is necessary. Length of the timeline will vary depending on the nature of the program and the approvals required.**

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. Proposal**

A. Complete proposal 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).

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 major 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 Academic Initiative**

**Updated Fall 2024**

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

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

2. Provide an application timeline as indicated (see New Academic Initiative Procedure).

3. Indicate consultation with SACSCOC Liaison regarding Substantive Change via signature and/or attached documentation.

Name:

Signature:

Date:

Notes:

4. Provide support from 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:

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**UCSC – New Academic Initiative Threshold Questions**

**(These may vary depending on the proposal.)**

**Updated Fall 2024**

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

1. Provide complete details of the rationale, justification and purpose of the initiative including but not limited to:

a. 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

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

 c. How will this program be related to other programs at UM?

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

 e. Provide a detailed budget.

 f. Provide any other relevant information.

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

3. Provide a description of the initiative as it should appear in the *Bulletin*.

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: