Curriculum Inventory Management (CiM) Workflow Flowchart
PROGRAM PROPOSALS

Level II Proposals: **Once your new program has been added to the Internal Academic Plan and your Request to Plan has been approved by the Board of Regents, you are ready to put your program proposal into the Curriculum Inventory Management (CiM) system.**
Level I Proposals: **Follows the same process and workflow, without the Request to Plan step. This is the workflow of the approval path the proposal will follow once in CiM .**

At any time during this process, a proposal can be returned for edits/corrections, put on hold or denied. It is suggested that you start the process for new programs at least three full semesters in advance (not counting summer semester).
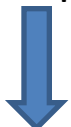
Program Proposer
- Develops and submits the program proposal to CIM.

Associate Provost
- Proposal comes to the Associate Provost.
- This step is NOT an approval. We are merely double checking that everything is included on the proposal that needs to be included. At this point the proposal may be rolled back with a request for edits.

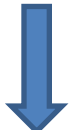**Departmental Curriculum Committee and Committee Chair***
- The proposal is then sent to the Departmental Curriculum Committee for review.
- The proposal is then approved or denied by the Chair of the Departmental Curriculum Committee based on the votes of the committee.

Department Head*
- The proposal is then sent to the Head of the Department to be reviewed for approval.

College Curriculum Committee and Committee Chair*
- The proposal is then sent to the College Curriculum Committee for review.
- The proposal is then approved or denied by the Chair of the College Curriculum Committee based on the votes of the committee.

College Dean
- The proposals are reviewed and approved by the College Dean.

Curriculum Inventory Management (CiM) Workflow Flowchart
PROGRAM PROPOSALS

If Undergraduate:

Curriculum and Programs Committee (CPC) and Chair-**Meets every other week during Fall and Spring**

- If the proposal is for an undergraduate course it is reviewed for approval by the CPC.
- The proposal is sent to the CPC for review.
- The proposal is then approved by the Chair of the CPC.

OR

If Graduate:

University Graduate Council (UGC) Chair

- If the proposal is for a graduate course it is reviewed for approval by the UGC.
- The proposal is sent to the UGC for review.
- The proposal is then approved by the Chair of the UGC.

Graduate School Dean

- If the course is a graduate course it is reviewed for approval by the Dean of the Graduate School.

Faculty Senate and Faculty Senate Chair-**Meets every other week during Fall and Spring**

- The proposal is sent to Faculty Senate for review.
- It is typically read at one meeting and voted on at another.

PROPOSALS MUST HAVE ALL NECESSARY DOCUMENTS ATTACHED AND BE IN PERFECT ORDER BEFORE THEY ARE PRESENTED AT ACADEMIC COUNCIL.

Academic Council-**Meets monthly, year round**

- Once all of the BOR forms with, if applicable, the budget piece have been attached to the proposal and reviewed by the Office of the Provost, the proposal is ready to go to Academic Council.
- Again, proposals must have all necessary documents attached and be in perfect order before they are presented at Academic Council.
- Once the program passes Academic Council it will go to the next available PEC meeting for approval.

Board of Regents (BOR)-**Meets every other month and does not accept academic items at all meetings**

- Once the proposal passes Academic Council, it then goes through administrative approval at the university level before moving forward.

Northwest Commission on Colleges & Universities (NWCCU)

- NWCCU is MSU's accrediting body.

Office of the Registrar

- The last step in this process for course proposals is the Office of the Registrar.
- This is the step where the course is built into Banner.

*If exists

**For help, at any time, please call or email Keely Holmes at x7136,
keely.holmes@montana.edu .**