BOARD OF REGENTS
STATE OF MONTANA

PROPOSAL

TO INITIATE A NEW, EXPANDED, COOPERATIVE, OR
OFF-CAMPUS INSTRUCTIONAL PROGRAM

SUBMITTED BY:

THE UNIVERSITY OF MONTANA-MISSOULA

School of Business Administration	Department of Management
Name of College, School, or Division	*Name of Department(s) or Area*

A NEW, EXPANDED, COOPERATIVE, OR OFF-CAMPUS
INSTRUCTIONAL PROGRAM LEADING TO:

	Reorganization of the Department of Management
Certificate, Associate, Bachelor's, Master's, or Doctoral Degree (give complete name of degree)	*Academic Specialty or Area*

August 1, 2001
Proposed Starting Date

THE DEVELOPMENT OF THIS PROPOSAL HAS BEEN APPROVED BY:

Department Chair/Division Head	Date		
Dean of College or School	Date	VP Administration and Finance	Date
Graduate Dean (for graduate proposals)	Date	Provost/VP Academic Affairs	Date
Assoc. Provost Graduate Studies (for graduate proposals)	Date	President	Date

signat.pro/8/11/00 (resides on file in President's Office at UM)

FULL PROPOSAL AND BUDGET

PROGRAM DESCRIPTION

1. *Briefly describe the proposed new program. Please indicate if it is an expansion of an existing program; a new program; a cooperative effort with another institution, business, or industry; or an on-campus or off-campus program. Attach any formal agreements established for cooperative efforts.*

   The proposal is for a reorganization of an existing academic department. As such, it does not involve the addition of any new faculty, staff, or support personnel, or the creation, deletion, or change of any academic programs.

   Currently, the Department of Management consists of faculty in five areas (business law, information systems, international business, management, and marketing) and students in four option areas (information systems, international business, management, and marketing). The proposal for reorganization will do the following:

   - Twelve tenure-track and three FTE adjunct management, marketing, and international business faculty will remain in the department, and it will be re-named the Department of Management and Marketing. This department will have responsibility for students in the following three existing option areas: management, marketing, and international business.

   - Six tenure-track and one to two FTE adjunct faculty in the two areas of information systems and business law will be separated from the original Department of Management to create the new Department of Information Systems and Technology. In addition, four existing technology team members will be added to the new department. The business school's "Technology Team," consisting of the Director of Technology, the Network Administrator, the Instructional Media Technician, the Web Master, the Director of the Computer Laboratory, and various student assistants, will be folded into this new department. The blending of these two groups is a natural combination as the Tech Team's responsibilities throughout the Gallagher Business Building are primarily focused on information systems matters (e.g., all computers within the school). In addition, the Director of Technology and one-two other Tech Team members typically teach one applied information systems class each during the academic year. The new department of Information Systems and Technology will have responsibility for students in the existing information systems option area.

2. *Summarize a needs assessment conducted to justify the proposal. Please include how the assessment plan was developed or executed and the data derived from this effort.*

   The need for this change was determined through an analysis of university enrollment data combined with anecdotal information from faculty, students, and the business school's administrative team. The proposed reorganization has become necessary for a number of reasons:

   - From fall 1995 to fall 2000, the business school has experienced a 37.4% growth in undergraduate enrollment. During this same time, the information systems option area has experienced explosive enrollment growth of almost 600%.

   - The growth described above has resulted in a span of control (students and faculty) and range of responsibilities (including working with appropriate external constituencies) that simply are far too much for one department chair to handle. The present departmental arrangement has stretched the current department chair so thin that students, faculty, and other constituencies are not receiving the quality attention and service that the business school is known to provide. Dividing these responsibilities between two department chairs will enable us to return to that high quality attention and service.

3. *Explain how the program relates to the Role and Scope of the institution as established by the Board of Regents.*

   Not applicable as this is not a new program.

4. *Please state what effect, if any, the proposed program will have on the administrative structure of the institution. Also indicate the potential involvement of other departments, divisions, colleges, or schools.*

   The reorganization of the Department of Management will increase the number of departments at The University of Montana. It will, as described in # 1 above, result in a more effective and efficient administrative operation within the School of Business Administration. There is no actual or potential involvement of any other departments, divisions, colleges, or schools.

5. *Describe the extent to which similar programs are offered in Montana, the Pacific Northwest, and states bordering Montana. How similar are these programs to the one herein proposed?*

   Not applicable.

6. *Please name any accrediting agency(ies) or learned society(ies) that would be concerned with the particular program herein proposed. How has this program been developed in accordance with the criteria developed by said accrediting body(ies) or learned society(ies)?*

   The School of Business Administration is fully accredited by AACSB – The International Association for Management Education. The proposed reorganization would have no bearing upon our accreditation status.

7. *Prepare an outline of the proposed curriculum showing course titles and credits. Please include any plans for expansion of the program during its first three years.*

   Not applicable.

FACULTY AND STAFF REQUIREMENTS

1. *Please indicate, by name and rank, current faculty who will be involved with the program proposed herein.*

   All of the faculty in the current Department of Management will be involved in this change. These include the following:

   Aaron Andreason (professor)
   Carol Bruneau (asst. professor)
   MaryEllen Campbell (professor)
   Gary Cleveland (professor)
   Belva Cooley (assoc. professor)
   Richard Dailey (professor)
   Scott Douglas (asst. professor)
   Jerry Evans (professor)
   Maureen Fleming (professor)
   Jerry Furniss (professor)
   Robert Hollmann (professor)
   Fengru Li (asst. professor)
   Jakki Mohr (assoc. professor)
   Jack Morton (professor)
   Jeff Shay (asst. professor)
   Nader Shooshtari (professor)
   Tom Steele (professor)
   Lee Tangedahl (professor)

   In addition, members of the School's Technology Team will be involved in this change, as well as the adjunct faculty hired each year.

2. *Please project the need for new faculty over the first five-year program. Include special qualifications or training. If present faculty are to conduct the new program, please explain how they will be relieved from present duties.*

   No new faculty will be needed, as this is a reorganization of existing faculty.

3. *Please explain the need and cost for support personnel or other required personnel expenditures.*

The cost of this proposed change will come exclusively from changes in release time and teaching responsibilities for the chairs of the two departments plus an additional chair's stipend. Both department chairs will come from current faculty within the two departments. Each chair will have responsibility for teaching three class sections in an academic year (two sections one semester, one section the other). Under the current structure of one department (Management), the chair teaches two sections in an academic year. When these are combined with the six sections taught by the faculty member who will become a chair under the new plan, these two people provide coverage for eight class sections under our current structure. The new plan will result in the two people teaching a total of six sections (three each) in an academic year. Thus, there will be a reduction in class coverage of two sections per academic year. These two sections will be covered by adding them to the teaching load(s) of one or two adjunct instructors, at a cost of $3,406 per section, or $6,812 for the two sections in fiscal year 2002. Increases for fiscal years 2003 and 2004 are estimated at 4 percent per year.

The total increase in chairs' stipends would be $2,821 for fiscal year 2002, with increases for fiscal years 2003 and 2004 estimated at 3 percent per year. This amount is derived from a stipend for the new chair of the Information Systems and Technology Department and a reduction in the stipend of the chair of the Management and Marketing Department due to a decrease in the chair's span of control (per union contract).

<u>The change will not require any additional staff resources.</u>

Overall, the cost of the reorganization is estimated to be $11,132, $11,548, and $11,982 in the fiscal years of 2002, 2003, 2004, respectively.

CAPITAL OUTLAY, OPERATING EXPENDITURES, AND PHYSICAL FACILITIES

1. *Please summarize operating expenditure needs.*

   There will be no additional operating expenditures.

2. *Please evaluate library resources. Are they adequate for operation of the proposed program? If not, how will the library need to be strengthened during the next three years?*

   Not applicable.

3. *Please indicate special clinical, laboratory, and/or computer equipment that will be needed. List those pieces of equipment or computer hardware presently available in the department.*

   Not applicable.

4. *Please describe facilities and space required for the proposed program. Are current facilities adequate for the program? If not, how does the institution propose to provide new facilities.*

   No additional facilities will be required for this reorganization.

EVALUATION OF PROPOSED PROGRAM

1. *Please name faculty committees or councils that have reviewed and approved the program herein proposed.*

   The proposed reorganization has been approved by the faculty of the School of Business Administration. The proposed reorganization was explained to the Executive Committee of the Faculty Senate, who determined that "the proposal seems reasonable and does not appear to involve any curricular or academic changes. Accordingly, it is our opinion that this need not come to the Senate as a whole." (Memo from William H. McBroom, Chair of Faculty Senate, March 27, 2001).

2. *If outside consultants have been employed, please list the names of these consultants, their current positions, and titles. Append copies of their written reports (this is required of new doctoral programs).*

Not applicable.

FISCAL IMPACT AND BUDGET INFORMATION

On this form, indicate the planned FTE enrollment, estimated expenditures, and projected revenues for the first three years of the program. Include both the reallocation of existing resources and anticipated or requested new resources. Second and third year estimates should be in constant dollars.

	FY 2002 FIRST YEAR		FY 2003 SECOND YEAR		FY 2004 THIRD YEAR	
	FTE	HEADCOUNT	FTE	HEADCOUNT	FTE	HEADCOUNT
I. **PLANNED STUDENT ENROLLMENT**						
A. New Enrollment						
B. Shifting Enrollment						
GRAND TOTAL PLANNED STUDENT ENROLLMENT		**N/A**		**N/A**		**N/A**

	FIRST YEAR		SECOND YEAR		THIRD YEAR	
	FTE	COST	FTE	COST	FTE	COST
II. **EXPENDITURES**						
A. Personnel Cost						
1. Faculty						
2. Administrators	N/A	2821	N/A	2906	N/A	2994
3. Adjunct Faculty	.25	6812	.25	7084	.25	7367
4. Graduate Instruc. Assts.						
5. Research Personnel						
6. Support Personnel						
7. Fringe Benefits		1499		1558		1621
8. Other (____________)						
Total Personnel FTE/Cost	**.25**	**11,132**	**.25**	**11,548**	**.25**	**11,982**

	FIRST YEAR	SECOND YEAR	THIRD YEAR
B. Operating Expenditures			
1. Travel			
2. Professional Services			
3. Other Services			
4. Communications			
5. Utilities			
6. Materials & Supplies	N/A	N/A	N/A
7. Rentals			
8. Repairs & Maintenance			
9. Materials & Goods for Manufacturing & Resale			
10. Miscellaneous			
Total Operating Expenditures	**-0-**	**-0-**	**-0-**

	FIRST YEAR COST	SECOND YEAR COST	THIRD YEAR COST
C. Capital Outlay			
1. Library Resources			
2. Equipment			

Total Capital Outlay	N/A	N/A	N/A
D. Physical Facilities Construction or Major Renovation	N/A	N/A	N/A
E. Indirect Costs (Overhead)	N/A	N/A	N/A
GRAND TOTAL EXPENDITURES	**11, 132**	**11,548**	**11, 982**

III. REVENUES

A. Source of Funds			
1. Appropriated Funds-Reallocation	11,132	11,598	11,982
2. Appropriated Funds-New			
3. Federal Funds			
4. Other Grants			
5. Fees			
6. Other (________________)			
Total Source of Funds	**11,132**	**11,598**	**11,982**
B. Nature of Funds			
1. Recurring	11,132	11,598	11,982
2. Non-Recurring			
GRAND TOTAL REVENUES	**11,132**	**11,598**	**11,982**