**Proposing a Designated Concentration within Multidisciplinary Studies, a Guide for Faculty**

A Designated Concentration within Multidisciplinary Studies (MST) serves two primary purposes. When MST faculty notice that many students are pursuing similar individualized majors or minors, the faculty can create a Designated Concentration in that general area. Students then would not have to create their own individual major or minor, but could follow the Designated Concentration as they would any other major or minor. The Designated Concentration can also serve as an incubator of new programs on campus, allowing faculty to create a program and gauge student interest.

 A Designated Concentration can be in the MST major, minor or both.

 Proposals for a Designated Concentration can originate with any group of faculty, whether in an existing unit or program at ISU or newly gathered for the purpose of creating a curricular program.

 The Designated Concentration, like proposals from students for MST majors and minors, must be interdisciplinary in nature. It may not duplicate any existing major or minor, or be a near duplication. It also is an expectation that MST majors and minors utilize the existing resources of the MST and of ISU.

PROCESS

THE PROPOSAL:

1. Using Curriculog, create a curricular program that meets the published requirements of the MST minor or MST major. As with all majors and minors, there should be a reasonable number of choices for meeting degree requirements, but the program should be designed so that students will have to fulfill the MST distribution requirements no matter how they choose to complete the major or minor.
2. Indicate in Curriculog that the proposal is for a new “concentration.” In order to be published in the catalog, your program will have to undergo this modest level of college curricular review.
3. MST 401 is a required course for both MST minors and majors. Will this program require a specialized MST 401, or will students enroll in the MST 401 offered by the unit? If MST 401 is specialized, how will it be staffed? Will it be open to other students not in the proposed Designated Concentration? If students will enroll in the existing MST 401, is the proposing faculty group prepared to provide assistance in teaching MST 401 on some kind of rotation?
4. If the proposed program will require MST 101 or MST 402 (or other existing MST courses), indicate how the proposing faculty will contribute to staffing these courses.
5. Write a justification for the program, particularly focusing on how its multi- or interdisciplinary nature is integral and serves the proposed program’s educational purposes. With this statement, include an assessment of student interest. If proposing both a major and minor, explain why both programs are needed.
6. Submit sample syllabi for related courses in the proposed concentration and/or any new/specialized sections of MST 401.
7. Provide an advising plan for the program. As an MST program, advising needs to be done within MST. Will the proposed concentration rely on existing MST faculty to advise students adopting the concentration? Will some or more of the proposing faculty be applying to join the MST-affiliated faculty?
8. Provide a brief discussion of how the proposed program fits with the MST assessment plan (available on the MST website).
9. Provide a list of proposing faculty along with the courses in the program that they teach.
10. If the program requires a specific course, and the faculty teaching that course are not part of the group proposing the program, provide assurance that the course has room for the anticipated number of students who will enroll from the proposed program.

MST FACULTY CONSIDERATION

1. The proposal above should be routed to the MST representatives to the Interdisciplinary Programs’ Council of Programs (COP). The MST representatives will review the proposal to make sure all parts are present and all questions have been addressed. Proposals will be received on a rolling basis, but must be submitted to the MST representatives to the COP by October 1 for consideration at the Fall MST meeting or by March 1 for consideration at the Spring MST meeting. You will have to select the custom route option in Curriculog and designate the MST COP representative as the first reviewer.
2. Once the proposal is complete, MST representatives to the COP will forward it to the MST faculty, who will review it for suitability.
3. At the next scheduled meeting of the MST faculty, the proposing faculty should send one or more representatives to answer questions the MST faculty may have.
4. The MST faculty can vote to accept, to reject, or to accept with modifications.
5. Once a proposal has been accepted, MST will submit it for college-level curricular review through Curriculog.