

ACADEMIC SENATE PROPOSAL TRACKING SHEET

(Document To Be Originated By Academic Senate Secretary On Canary Color Paper)

All proposals MUST have their originating college faculty body (Ex. Nursing, Technical Sciences, Arts & Sciences, Education) approval and must be signed by the submitter and the college chair/dean before being submitted to the academic senate secretary.

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms) to the Academic Senate Secretary.
2. The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate subcommittee(s): Teacher Education (if applicable), General Education (if applicable), or Curriculum.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is forwarded to the next committee. If a committee disapproves the proposal, the originator may request that the item be forwarded to the next body for consideration. The committee will provide written rationale to the originator when a proposal is disapproved and the proposal is returned to the originator.
4. The Academic Senate considers the proposal and approves or disapproves. If approved, the proposal is forwarded to the Full Faculty for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. The Full Faculty considers academic senate approved proposals. If faculty approve, the proposal will then be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor.
7. The Chancellor approves or disapproves the proposal.

Subcommittee and Academic Senate college representatives will notify their respective colleges' of the progress of submitted proposals or the proposal may be tracked via the web page --

<http://www.msun.edu/admin/provost/asproposals.htm>

Documentation and forms for the curriculum process is also available on the web page:

<http://www.msun.edu/admin/provost/asforms.htm>

***** (If a proposal is disapproved at any level, it is returned through the Academic Senate secretary to the Chair/Dean of the submitting college who then notifies the originator.)

Proposal # <u>02-26</u> / 27	Title: <u>CM SV 479 - New Course</u>
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(proposal explanation, submitter and college chair/dean signatures on attached program/degree or course revision form)

Received by ACAD Senate Forwarded to Teacher Ed Council Forwarded to Gen Ed Committee Returned to ACAD Senate Forwarded to Curriculum Committee Returned to ACAD Senate for Vote Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting Forwarded to Provost for Approval/Disapproval Forwarded to Chancellor for Approval/Disapproval Copies sent to originating college and registrar's office	Date <u>3/11/03</u> <u>3/12/03</u> <u>4/16/03</u> <u>4/23/03</u> _____ _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> Approved _____ <hr/> Signature _____ Approved _____ <hr/> Signature _____ Approved _____ <hr/> Signature _____ Approved _____ <hr/> Signature _____ Approved _____ <hr/> Signature _____ </td> <td style="width: 50%; text-align: center;"> Disapproved _____ <hr/> Date _____ Disapproved _____ <hr/> Date <u>4/15/03</u> Disapproved _____ <hr/> Date <u>4/22/03</u> Disapproved _____ <hr/> Date _____ Disapproved _____ <hr/> Date _____ </td> </tr> </table>	Approved _____ <hr/> Signature _____ Approved _____ <hr/> Signature _____ Approved _____ <hr/> Signature _____ Approved _____ <hr/> Signature _____ Approved _____ <hr/> Signature _____	Disapproved _____ <hr/> Date _____ Disapproved _____ <hr/> Date <u>4/15/03</u> Disapproved _____ <hr/> Date <u>4/22/03</u> Disapproved _____ <hr/> Date _____ Disapproved _____ <hr/> Date _____
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COURSE REVISION FORM

NEW X DROPPED MAJOR REVISION X FOR INFORMATION ONLY

College Arts & Sciences Program Area Community Service Date

Submitter *[Signature]* Chair/Dean *[Signature]* Date 3/11/03
Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):

Please provide the following information:

College: **Arts & Science**
Program Area: **Community Service**
Date:
Course Prefix & No.: **CMSV479**

Course Title: ~~Community Service Practicum~~ *Cooperative Education*
Credits: **3, 6, or 12 semester credits**

Required by: **Community Service BA Major**

Selective in:
Elective in: **Community Service Minor**
General Education:

Lecture:
Lecture/Lab:
Contact hours lecture:
Contact hours lab:

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):
A planned and supervised work-learning experience extending the student's paraprofessional experience in non-profit and/or governmental environments. Pre-requisites: Junior standing and approval of advisor and cooperative education coordinator. Pass/Fail only.

Course Outcome Objectives:
Practical and applied experience to enhance the student's ability to apply knowledge and skills in a professional work environment.

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

TO: Larry Strizich
President, MSU-Northern Academic Senate

FROM: Roger Barber *Rogn*
Provost

RE: The Revised Curriculum in Community Service

DATE: February 13, 2003

I have approved the revisions in the bachelor of arts degree in community service.

I am sending you this memo, however, because I am concerned about the paperwork that accompanied those revisions, and I think my concerns should be shared with you and your colleagues on the Academic Senate. My concerns are as follows:

--the revisions included a new requirement that students in the program must complete a six-credit, community service cooperative education experience at the 479 level. No such course currently exists at MSU-Northern, however, and the documentation approved by the Senate did not include paperwork to create such a class. I have asked Will Rawn, the chair/dean of the College of Arts and Sciences, to correct that omission, and it is my understanding that he will prepare the necessary papers to establish the class, using the faculty curriculum process.

--the "new program" description does not include the necessary upper division courses to satisfy the graduation requirements at Montana State University-Northern; and it does not include the necessary total credits to satisfy the graduation requirements at this institution. That information will have to be corrected by my office, so that a program of study can be reproduced in the official college catalogue.

If you have any questions about these concerns, I would be happy to try and answer them.

Cc: Will Rawn