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. Arts & Sciences, Education and Nursing; Technical Sciences) **approval and must be signed by the submitter and the college 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 Dean of the submitting college who then notifies the originator.)

Proposal # 06-01	Title: Include CIS 111 in Category IX General Education

(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)

Received by ACAD Senate — Date 9/5/06
Forwarded to Teacher Ed Council — NA — Approved _____ Disapproved _____

Forwarded to Gen Ed Committee — 9/5/06 9/26/06 — Approved __ X __ Disapproved _____ — Signature _____ Date 10/10/06
Returned to ACAD Senate on request of Senate 9-13-06
Returned to ACAD Senate — Additional info received — re-submitted to GenEd 9/26/06
Forwarded to Curriculum Committee — NA — Approved _____ Disapproved _____

Returned to ACAD Senate for Vote — from GenEd — 10-10-06 — Approved __✓__ Disapproved _____ — Signature _____ Date 10-10-06

Sent to Provost's office for Full Faculty vote — 11-11-06
Voted on at Full Faculty meeting — 11/28/06 — Approved __X__ Disapproved _____ 11/28/06

Forwarded to Provost for Approval/Disapproval — 11/30/06 — Approved __✓__ Disapproved _____ 12/11/06

Forwarded to Chancellor for Approval/Disapproval — 12/11/06 — Approved __X__ Disapproved _____ 12/11/06

Copies sent to originating college and — 12/12/06
registrar's office
Updated 09/29/05

Add to Category	Gen Ed Category	Area Description	Credits Required
	Category I	Communication	6
	Category II	Mathematics	3
	Category III	Natural Sciences with lab	6
	Category IV	Social Sciences	3
	Category V	History	3
	Category VI	Cultural Diversity	3
	Category VII	Fine Arts	3
	Category VIII	Humanities	3
X	Category IX	Technology	3

Course submitted for consideration:
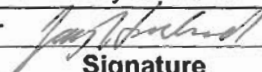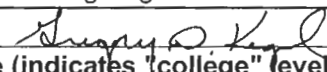
College	Subject	Number	Title	Credits
COTS	CIS	111	**Integrated Business Applications**	3

Catalog Description:

An in-depth integrated application using the case method will be developed. Students will learn to use the integrated tools in modern applications programs to save time and increase the accuracy and integrity of the overall information used in building reports. OLE and file linking will be used extensively. Visual BASIC scripting will be used to increase application cohesion.

Provide a detailed explanation; show evidence, and rationale meeting 80% of the objectives as directly related to the appropriate category I through IX for the proposed course inclusion.

Category IX - Technology	
Students are expected to demonstrate two or more of the following outcomes upon successfully completing this category: 1. Explain the impact of technology on society and conversely, how society impacts technology in a historical, present and future sense 2. Critically assess current and future trends in technology 3. Describe the past and future implications of technology on society 4. Explicate the historical importance of technology in societal change and the role of technology in future changes 5. List technology's role in problem solving and communication 6. Describe the ethical, legal and social concerns stemming from advances in technology 7. Demonstrate an ability to use technology within a discipline 8. Demonstrate an introductory level of technology literacy	*5. List technology's role in problem solving and communication* The student learns the importance of data management and technology utilized in the processing and presentation of data for clear, concise communications and decision support. The student integrates different technologies in solving a project to maximize productivity and minimize errors. *7. Demonstrate an ability to use technology within a discipline* The student gains a working knowledge of databases (MS Access), spreadsheets (MS Excel), word processors (MS Word), and graphical presentations (MS Powerpoint, Web pages) in solving an integrated data management simulation project. *8. Demonstrate an introductory level of technology literacy* The student utilizes MS Office software, generally beyond the introductory level, in completing the project.

Print Name	Jay Howland	Print Name Greg Kegel	
Submitter	*[signature]*	Chair/Dean: *[signature]*	Date: 3/22/06
	Signature	**Signature (indicates "college" level approval)**	

GENERAL EDUCATION COMMITTEE
MINUTES
April 26, 2006
4:00 PM
Brockmann Conference Room

DRAFT

Members Present

Greg Clouse, Lynn Stilger, Darlene Bricker

Call to order

Chairman Clouse called the meeting to order at 4:10 PM in the Brockmann Conference Room.

Minutes

No minutes were approved.

New Business:

None

Proposals:

Lynn moves to bring proposal #05-39 to the table. Darlene seconds. Discussion: Need to show evidence, give how they are going to demonstrate how the course is meeting the objectives. Darlene calls for the question. Lynn moves to table proposal and return for clarification. Proposal does not meet the 80% requirement as 3 out of 8 is not 80%. Darlene seconds. Motion passes. Send proposal back to Sandy.

Adjourned

Darlene moves to dismiss, Lynn seconds
Meeting adjourned @4:20 PM

Minutes GEN ED 04/26/06

From:	Mary Verploegen
Sent:	Monday, September 18, 2006 1:13 PM
To:	Jay Howland
Subject:	RE: Emailing: GenEdCourseIncFormCIS111.doc

Attachments: syllabus.html

syllabus.html (9 KB)

The students post discussion (on webct) on each of the topics listed in the criteria:

Discussion Topics
      Introduction
      Impact of technology
      Current and future trends in technology
      Past and future implications of technology
      Historical and future technology changes and effects
      Technology's role in problem solving and communication

They still do everything that was required before (your course). Therefore your comment in 8 (The student utilizes MS Office software, generally beyond the introductory level, in completing the project.) still applies. I have attached my syllabus. Does that help? Do you need something else?

Mary

-----Original Message-----
From: Jay Howland
Sent: Monday, September 18, 2006 10:27 AM
To: Mary Verploegen
Subject: Emailing: GenEdCourseIncFormCIS111.doc

Mary,
   The gen ed/senate needs more information on this course for meeting 80% of the listed objectives. Would you please include addional information to show that the course meets 80% if it indeed will. Possibly the course syllabus indicating that impact of technology on society, history, etc is discussed in the course in context of data collection, storage, etc.

If you don't think we do meet the requirements, let me know and I'll pull the proposal.

Thanks.

Jay.

The message is ready to be sent with the following file or link attachments:

GenEdCourseIncFormCIS111.doc

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to

Syllabus

Course Information:

CIS 111
Integrated Business Applications
3 credit hours
Fall 2006
Internet Course (online)

Instructor Information:

Mary Verploegen
Great Falls R188
Havre EB 214
Phone 406-771-4427
email me within the webct shell regarding the course
email for college business not related to this course is:
verploegen@msun.edu

Text:

No specific text is required, any Microsoft Office 2003 reference book is acceptable.

Course Description:

An in-depth integrated application using the case method will be developed. Students will learn to use the integrated tools in modern applications programs to save time and increase the accuracy and integrity of the overall information used in building reports. OLE and file linking will be used extensively. Visual BASIC scripting will be used to increase application cohesion.

Program Outcomes:

This course demonstrates the following program outcomes.

Utilize an Office application Suite to demonstrate integration of applications for the reuse of data in analysis and reporting. (AAS.F05-A)

Write a program, script, or application extension for solving a problem. (BS.F05-B)

Course Objectives:

Upon completion of this course the student will be able to utilize an Office application Suite (AAS.F05-A). The student will also be able to write a script for solving a problem (BS.F05-B).

Course Policies:

- Complete homework and turn it in on time. All homework must be submitted via webCT.
- Participate in the discussions online.
- Late homeworks and exams might not be accepted. If you are going to miss the deadline let the instructor know in advance and have a good reason. If they are accepted there may be a penalty.
- Academic honesty is assumed. No plagiarism or cheating is allowed.
- All students are expected to treat others with respect. When you are responding to a question or discussion topic you may disagree but do so politely. Being a student is your current career. Please behave professionally.

Grading:

The tentative list of work for the course is as follows:

area	points each	total points
6 discussion topics	3 points each	18 points
18 reports	6.5 points each	117 points
portfolio	25 points	25 points
4 exams	10 points	40 points

This may be modified during the semester.

The grading scale is as follows:

A 93 - 100%	**B+** 87 - 89.9%
A- 90 - 92.9%	**B** 83 - 86.9%
	B- 80 - 82.9%

C+ 77 - 79.9%	**D+** 67 - 69.9%
C 73 - 76.9%	**D** 63 - 66.9%
C- 70 - 72.9%	**D-** 60 - 62.9%

F below 60%

Special Needs:

If you have documented special needs that require special accommodation, you must contact me (the instructor) to identify yourself within the first two weeks of class so that special arrangements can be made.

Content outline:

- **Discussion Topics**
    1. Introduction
    2. Impact of technology
    3. Current and future trends in technology
    4. Past and future implications of technology
    5. Historical and future technology changes and effects
    6. Technology's role in problem solving and communication

- **Reports**
    1. File Management
    2. Potential Investor Report
    3. Component Supplier Report
    4. Product Composition Report
    5. Last Year Widget Sales Report
    6. Projected Widget Sales Report 3%
    7. Projected Widget Sales Report 12% - ANALYSIS
    8. Raw Materials Projection Report
    9. Economic Order Quantity Report
    10. EOQ Function Report
    11. Resume
    12. Investor Letter
    13. Investor Merge Letter
    14. Sales by Region Report
    15. Letter Head
    16. Notes Page View Printout
    17. EMAIL sent to instructor
    18. Printout of WEB Page

- **4 exams**

- **Portfolio**