

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): 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.)**

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|-------------------------|---|
| Proposal # <u>10-19</u> | Title: <u>DRET 457 <Information Change</u> |
|-------------------------|---|

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

| | Date | | | |
|--|-----------------|-----------|-------------|--|
| Received by ACAD Senate | <u>02-08-11</u> | Approved | Disapproved | |
| Forwarded to Gen Ed Committee | _____ | Signature | Date | |
| Returned to ACAD Senate | | Approved | Disapproved | |
| Forwarded to Curriculum Committee | <u>04-07-11</u> | Signature | Date | |
| Returned to ACAD Senate for Vote | <u>4-15-11</u> | Approved | Disapproved | |
| Sent to Provost's office for Full Faculty vote | | Signature | Date | |
| Voted on at Full Faculty meeting | _____ | Approved | Disapproved | |
| Forwarded to Provost for Approval/Disapproval | <u>4-27-11</u> | Signature | Date | |
| Forwarded to Chancellor for Approval/Disapproval | _____ | Approved | Disapproved | |
| Copies sent to originating college and | _____ | Signature | Date | |

**Montana Board of Regents
LEVEL I REQUEST FORM**

Item Number: XXX-XXXX+XXXXX

Meeting Date: _____

Institution: MSU-Northern

CIP Code: _____

Program Title: Design Drafting AAS degree

Level I proposals are those that may be approved by the Commissioner of Higher Education or the Commissioner's designee. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board. The institution must file the request with the Office of the Commissioner of Higher Education by means of a memo to the Deputy Commissioner for Academic and Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BOR scheduled meeting.

X A. Level I (place an X for all that apply):

Level I proposals include campus initiatives typically characterized by (a) minimal costs; (b) clear adherence to approved campus mission; and (c) the absence of significant programmatic impact on other institutions within the Montana University System and Community Colleges. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site.

1. Re-titling existing majors, minors, options and certificates
2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
4. Departmental mergers and name changes
5. Program revisions (Submit with completed Curriculum Proposals Form)
6. Distance or online delivery of previously authorized degree or certificate programs
7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)
9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist)

Montana Board of Regents
LEVEL I REQUEST FORM

B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

1. Options within an existing major or degree (Submit with completed Curriculum Proposals Form);
2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (Submit with completed Curriculum Proposals Form)
3. Consolidating existing programs and/or degrees (Submit with completed Curriculum Proposals Form)

C. Temporary Certificate or A.A.S. degree programs

Certificate or Associate of Applied Science Degree Programs may be submitted as Level I proposals, with memo and backup documentation, when they are offered in cooperation with and /or at the request of private or public sector partners and the decision point to offer the program is not consistent with the regular Board of Regents program approval process. Level I approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the normal program approval process as Level II Proposals.

All other Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

D. Campus Certificates

Although certificate programs of 29 credits or fewer may be implemented by the individual campuses without approval by the board of regents, those certificates do need to be reported to the office of the commissioner of higher education and listed on the Montana University System's official degree and program inventory. These Level I proposals will be listed as information items at the next regular meeting of the board.

Specify Request:

Program faculty has determined that courses needed to be updated. Course changes resulted in a change in total credits for the degree changing from 61 to 60.

COURSE REVISION FORM

NEW _____ DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY XX

College Technical Sciences Program Area Design Drafting Date 10/13/10

Submitter *Brian Miligan* Dean *Gregory D. Kugel* Date 2.8.2011
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):
The course name change reflects its new position as the third in a series of three courses in Architectural CAD. The course description has been updated.

Please provide the following information:

College: COTS

Program Area: Design Drafting

Date: 10/13/2010

Course Prefix & No.: DRFT457

Course Title: Architectural CAD III

Credits: 3

Required by:

Industrial Technology B.S., Architectural CADD emphasis

Selective in:

Design Drafting Technology minor

Elective in:

General Education:

Lecture: 3 credits

Lecture/Lab:

Gradable Lab:

Contact hours lecture: 1

Contact hours lab: 4

Current Catalog Description (include all prerequisites):

This is a system oriented course designed to introduce students to the concepts and techniques involved with AEC-CAD applications software. Applications relating to residential drawing and small commercial design will be explored. A plot plan, foundation plan, floor plan, electrical plan, elevations, and a 3D pictorial will be developed. Prerequisites: DRFT 201 and DRFT 256.

Proposed or New Catalog Description (include all prerequisites):

This course allows students to apply the design process to a residential project. A complete set of working drawings will be developed & published.

Course Outcome Objectives:

- 1) Apply the design process to house plan development.
- 2) Demonstrate an understanding of the construction of a house.
- 3) Develop, manage, and publish working drawings for a set of house plans.

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