

Level 1
NWCCU

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.)**

Proposal # <u>10-20</u>	Title: <u>CMSU 401 Information Change</u>
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(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)

	Date			
Received by ACAD Senate	<u>04-06-11</u>			
Forwarded to Gen Ed Committee	_____	Approved _____	Disapproved _____	
		Signature _____	Date _____	
Returned to ACAD Senate				
Forwarded to Curriculum Committee	<u>04-07-11</u>	Approved <input checked="" type="checkbox"/>	Disapproved _____	
		Signature <u>Cheryl Peterson</u>	Date _____	
Returned to ACAD Senate for Vote	<u>4-15-11</u>	Approved _____	Disapproved _____	
		Signature _____	Date _____	
Sent to Provost's office for Full Faculty vote				
Voted on at Full Faculty meeting	_____	Approved _____	Disapproved _____	
		Signature _____	Date _____	
Forwarded to Provost for Approval/Disapproval	<u>4-19-11</u>	Approved <input checked="" type="checkbox"/>	Disapproved _____	
		Signature <u>Richard Anderson</u>	Date <u>4-27-11</u>	
Forwarded to Chancellor for Approval/Disapproval	<u>4-27-11</u>	Approved <input checked="" type="checkbox"/>	Disapproved _____	Date <u>5-2-11</u>
		Signature <u>Grant Troha</u>	Date <u>5.3.11</u>	
Copies sent to originating college and	_____			

COURSE REVISION FORMNEW _____ DROPPED _____ MAJOR REVISION FOR INFORMATION ONLY _____College Educ, A&S and Nurs _____ Program Area Community Leadership Date 10-29-10Submitter *[Signature]* Dean *[Signature]* Date 11/10/10
Signature (indicates "college" level approval)

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

The primary purpose for this request is to add a pre-requisite to this capstone course. Secondly, the course description and course outcomes have been updated.

Please provide the following information:

College: College of Education, Arts & Sciences and Nursing
Program Area: Community Leadership
Date: October 29, 2010
Course Prefix & No.: CMSV401
Course Title: Community Leadership Seminar
Credits: 3
Required by: Community Leadership majors
Selective in: Liberal Studies
Elective in:
General Education:

Lecture: xxx**Lecture/Lab:****Gradable Lab:****Contact hours lecture:** 45**Contact hours lab:****Current Catalog Description (include all prerequisites):**

This course is an examination of the professional, ethical, economic, cultural, and social issues in community leadership. It is the capstone course for community leadership major.

Proposed or New Catalog Description (include all prerequisites):

As the capstone course for community leadership majors, this course focuses on preparation to enter the career field and provides practice in applying analytical and synthesis abilities to the professional, ethical, economic, cultural, and social issues in community leadership professions. Pre-requisite: Junior standing and completion of at least 6 credits in upper-division CMSV courses.

Course Outcome Objectives:

Students will

1. Demonstrate a working knowledge of principles of social action and social change in addressing a community need.
2. Integrate study of concepts related to promotions of, and advocacy for, non-profit services.
3. Integrate research and evaluation concepts into program development.
4. Prepare a professional portfolio in preparation for seeking professional employment.

Additional instructional resources needed (including library materials, special equipment, and facilities). No need for additional resources anticipated.

Montana Board of Regents

LEVEL I REQUEST FORM

Item Number: XXX-XXXX+XXXXX

Meeting Date: _____

Institution: Montana State University – Northern

CIP Code: _____

Program Title: CMSV 401 Information Change

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: