

**ACADEMIC SENATE PROPOSAL TRACKING SHEET**  
**(Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)**

<b>Proposal #</b> 16-14	<b>Title:</b> ELCT III Motors & Meters
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(Proposal explanation, submitter and college dean signatures on attached program/degree or course revision form.)

**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 or General Education Inclusion form) to the Academic Senate Secretary. **NOTE: Level 1 or Level 2 forms must be submitted concurrent with this proposal where applicable. For Education proposals, PEU approval must be received prior to forwarding the proposal to the Senate.**
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. A transmittal e-mail will be sent to the Recording Secretary of the receiving committee, cc Provost's Administrative Assistant, by the Academic Senate Secretary. A digital copy of the proposal will be linked on the Academic Senate Proposal page by the Academic Senate Secretary.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is returned to the Academic Senate Secretary for forwarding 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, via the Academic Senate, when a proposal is disapproved and the proposal is returned to the originator. Upon completion of committee action, the proposal will be returned to the Academic Senate Secretary, and a transmittal e-mail sent by the Committee Recorder to the Senate Secretary, cc Provost's Administrative Assistant.
4. The Academic Senate considers the proposal and recommends approval or disapproval. If approved, the proposal is forwarded to the Provost for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration, utilizing the procedures set forth in the Senate Bylaws. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. Approved proposals will be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor. From this point forward, the Provost's Administrative Assistant will update the Proposal page on the website by contacting the webmaster.
7. The Chancellor approves or disapproves the proposal.
8. The proposal will then either be implemented or referred to MSU for further action. The tracking page on the Provost site will be updated as required.

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/senate/proposals.htm>

Documentation and forms for the curriculum process is also available on the web page:  
<http://www.msun.edu/admin/provost/forms.htm>

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

	Date	Action Taken	Signature	Date	Comments/Reason for Disapproval	Sent to	Date	Transmittal E-mail sent
*Abstract received by Senate Secretary		Copy to Senate President. Forward to Provost.						
*Provost		<input type="checkbox"/> Abstract Approved						
		<input type="checkbox"/> Disapproved						
Received by Senate Secretary	10/3/16	Tracking form initiated	<i>[Signature]</i>	10/3/16	handed to Terri Hildebrand	Gen Ed		
General Education Committee (if applicable)	10/07/16	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	NA <i>[Signature]</i>	11/07/16	No Gen Ed Component	Bradley	11/15/16	handed
Curriculum Committee (if applicable)	12/1/16	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	12/2/16		SENATE	12/2/16	took to meeting
Academic Senate	12/13/16	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	12/13/16				
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost	1-10-17	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	1-10-17		Chancellor	1-10-17	
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	1-10-17				
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	N/A					
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	N/A					
NWCCU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	N/A					
Provost		Advise originating college and Academic Senate of status. Update Web page.						
Registrar		Catalog/Policy Manual Update						

**NOTE:** The secretary of the Academic Senate will update the Academic Senate Proposal web page from initial receipt until the proposal reaches the Provost. The Provost's Administrative Assistant will ensure that the current status of each proposal is maintained on the Academic Senate Proposal web page from that point forward.

\*Abstract and pre-approval required for new programs ONLY.



# MONTANA STATE UNIVERSITY NORTHERN

## Academic Senate Tracking Sheet Correction Form

Date: \_\_\_\_\_

Proposal #: \_\_\_\_\_

Title: \_\_\_\_\_

Page (s) # of the correction (s) that need to be made: \_\_\_\_\_

Brief description of the correction to be made: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Person making the correction: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date returned back to Senate Secretary: \_\_\_\_\_



## COURSE REVISION FORM

NEW \_\_\_ DROPPED \_\_\_ MAJOR REVISION  FOR INFORMATION ONLY \_\_\_

College COTS

Program Area Electrical Technology

Date 09/13/16

Submitter   
Signature

Dean   
Signature (indicates \*college\* level approval)

Date 9/21/16

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

Change the contact hours for lecture from one hour to two hours and the lab contact hours from four hours to two hours. The course needs to have a higher concentration on the types of and the construct of motors and code along with the appropriate time spent on the mechanics and operation of motors while maintaining a sufficient amount of time in lab to understand the proper methods of connectivity to the electrical sources.

Please provide the following information:

**College: College of Technical Sciences**

**Program Area: Electrical Technology**

**Date: 09/13/16**

**Course Prefix & No.: ELCT 111**

**Course Title: Motors and Meters**

**Credits: 3**

**Required by:**

**Selective in:**

**Elective in:**

**General Education:**

**Lecture: 2 hours**

**Lecture/Lab:**

**Gradable Lab: 2 hours**

**Contact hours lecture: 2 hours**

**Contact hours lab: 2 hours**

**Current Catalog Description (include all prerequisites):**

This course is a practical hands-on course using ammeters, voltmeters, watt meters, and multi-meters in testing and troubleshooting electric motors, components and wiring systems. This course includes a study of single and three phase AC motors, their construction features and operating characteristics. This lecture/lab class emphasizes electric motor terminology, identification of motor types, enclosures, mounts, motor selection, connections, maintenance, testing and troubleshooting. Students are also introduced to motor loads, protection, controls, and devices used to connect motors to their loads such as pulleys, V-belts, gear boxes and couplings. Course Fee: \$35.00.

**Proposed or New Catalog Description (include all prerequisites): same as above**

**Course Outcome Objectives:**

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