

PROCEDURAL SEQUENCE FOR ACADEMIC SENATE APPROVAL OF PROPOSALS

1. Submit all proposals to the Office of Academic Affairs.
2. The Senate President will log items and forward them to the appropriate Senate Subcommittee.
3. The Senate Subcommittee will send the proposals to the Senate. Only curricular items require being sent to the faculty 10 days (not working days) prior to the general faculty meeting.
4. Senate proposals will be considered by the Full Faculty.
5. If approved, the proposals will then be forwarded to the Vice Chancellor

Proposals that require action to approve/disapprove/table or remand will be sent back to the Senate according to the monthly meeting schedule.

TITLE: A modification of the faculty advisor signature before students can register for classes.

SUBCOMMITTEE: ACAD SENATE PROPOSAL #: 01-4

PROPOSAL: If a student at Montana State University-Northern works with the Professional Advising Center to determine a program of study for the semester, a faculty advisor's signature is not necessary when that student registers for classes that semester.

RATIONALE: Montana State University-Northern intends to create a Professional Advising Center for students. That Center will work primarily with first-time, entering students, to ensure that they are welcomed to the campus and to assist with the transition to the first semester of classes. After that first semester, it is expected that students will be assigned a formal, faculty advisor and the faculty member will assume responsibility for working students through their program of study.

While the primary purpose of the Professional Advising Center will be to assist entering students, and usually for just one semester, it is very possible that the Center will take on other responsibilities. In addition to first-time, entering students, the Center could also work with:

- pre-nursing students;
- pre-education students;
- undecided or undeclared students;
- transfer students, as a first introduction to the campus;
- perhaps all students during their freshman year.

The current policy, that requires a faculty advisor's signature before students can register for classes, does not work well, especially in the summer and between semesters, because of the absence of faculty from the campus. The Professional Advising Center will be open during the same hours as the rest of the campus. Therefore, walk-in and unexpected students will have a place to go for help with registration of classes. The Center will also help students with the transition to academic programs, including placement examinations, access to campus services, and possible mentoring relationships.

The intent of the Center is not to diminish the role of faculty advisors, or to interfere with the important professional relationships that can develop between faculty and students. Instead, the Center's purpose is to strengthen a student's introduction to the campus, and to ensure that students receive immediate and competent advice when they registrar for classes at Montana State University-Northern.

The new policy is written broadly, to permit the Center to take on a variety of advising responsibilities. While the primary purpose of the Center is to work with first-time, entering students, other students could benefit from the work of the Professional Advising Center. The Center will only assume those additional responsibilities after careful consultation with the appropriate faculty members, and a careful assessment of the quality of services provided by the Center.

ACTION SIGNATURES:

<u>Roger Barber</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>9/17/01</u>
Submitter			Date
<u>NA</u>	<input type="checkbox"/>	<input type="checkbox"/>	
College Chair/Dean			Date
<u>P. Chastet</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>11/14/01</u>
Faculty Committee Chair			Date
<u>R. Chastet</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>11/27/01</u>
Faculty Senate President			
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Full Faculty			Date
<u>Roger Barber</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>12/19/01</u>
Provost			Date
<u>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>12/20/01</u>
Chancellor			Date

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