

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

Proposal # <u>02-43</u>	Title: <u>NURS 279 + 479 New Courses</u>
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(proposal explanation, submitter and college chair/dean signatures on attached program/degree or course revision form)

Received by ACAD Senate Forwarded to Teacher Ed Council _____	Date <u>4/15/03</u>	Approved _____ Disapproved _____	Signature _____ Date _____	Approved _____ Disapproved _____	Signature _____ Date _____
Forwarded to Gen Ed Committee _____		Approved _____ Disapproved _____	Signature _____ Date _____	Approved _____ Disapproved _____	Signature _____ Date _____
Returned to ACAD Senate Forwarded to Curriculum Committee _____	<u>4/15/03</u>	Approved _____ Disapproved _____	Signature _____ Date _____	Approved _____ Disapproved _____	Signature _____ Date <u>4/15/03</u>
Returned to ACAD Senate for Vote _____	<u>4/16/03</u>	Approved _____ Disapproved _____	Signature _____ Date _____	Approved _____ Disapproved _____	Signature _____ Date <u>4/22/03</u>
Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting _____	<u>4/23/03</u>	Approved _____ Disapproved _____	Signature _____ Date _____	Approved _____ Disapproved _____	Signature _____ Date _____
Forwarded to Provost for Approval/Disapproval _____		Approved _____ Disapproved _____	Signature _____ Date _____	Approved _____ Disapproved _____	Signature _____ Date _____
Forwarded to Chancellor for Approval/Disapproval _____		Approved _____ Disapproved _____	Signature _____ Date _____	Approved _____ Disapproved _____	Signature _____ Date _____

COURSE REVISION FORM

NEW X DROPPED ___ MAJOR REVISION ___ FOR INFORMATION ONLY ___

College Nursing Program Area ASN & BSN Date 4-14-03

Submitter [Signature] Chair/Dean [Signature] Date 4-14-03
Signature Signature (indicates "college" level approval)

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

Please provide the following information:

College: Nursing
Program Area: ASN & BSN
Date: April 14, 2003
Course Prefix & No.: Nurs 279 & 479

Course Title: Cooperative Education
Credits: 3

Required by:

Selective in:

Elective in: ASN & BSN

General Education:

Lecture:

Lecture/Lab: 1,3,6,or 12 semester credits

Contact hours lecture:

Contact hours lab:

Current Catalog Description (include all prerequisites):

None

Proposed or New Catalog Description (include all prerequisites):

A planned and supervised work-learning experience in industry, business, government, or community service agencies related to the University program of study.

Prerequisites: two semesters of attendance at Montana State University-Northern, approval of advisor, Chair/Dean of the College of Nursing, and cooperative education coordinator. Pass/Fail only.

Course Outcome Objectives:

1. Satisfactory completion of specific learning objectives established in collaboration with course instructor appropriate to the student's position, his/her work environment, and the student's career goals.

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources. None