

# 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 #	06-09	Title:	CNSL Graduate Course Changes
------------	-------	--------	------------------------------

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

Received by ACAD Senate	Date 1/8/07		Approved _____	Disapproved _____
Forwarded to Teacher Ed Council	NA		Signature _____	Date _____
Forwarded to Gen Ed Committee	NA		Approved _____	Disapproved _____
			Signature _____	Date _____
Returned to ACAD Senate	NA		Approved _____	Disapproved _____
Forwarded to Curriculum Committee	NA		Signature _____	Date _____
Returned to ACAD Senate for Vote	1/8/07		Approved <u>[Signature]</u>	Disapproved <u>[Signature]</u>
			Signature _____	Date 1/23/07
Sent to Provost's office for Full Faculty vote	NA		Approved _____	Disapproved _____
Voted on at Full Faculty meeting	NA		Signature _____	Date _____
Forwarded to Provost for Approval/Disapproval	1/24/07		Approved <u>[Signature]</u>	Disapproved _____
			Signature _____	Date 3/5/07
Forwarded to Chancellor for Approval/Disapproval	_____		Approved <u>[Signature]</u>	Disapproved _____
	_____		Signature _____	Date _____
Copies sent to originating college and registrar's office	_____			

**COURSE REVISION FORM**

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

College Graduate Program Area Counselor Education Date 12/06/06

Submitter John Foley/Darlene Sellers Provost [Signature] Date 12/14/06  
Signature (indicates "college" level approval)

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

Indicate the placement setting for interns in community/agency.

Please provide the following information:

**College:** Graduate/Education  
**Program Area:** Counselor Education  
**Date:** 12/06/06

*Approved by  
Grad Council  
12/14/06*

**Course Prefix & No.:** CNSL 681

**Course Title:** Counseling Internship – Community/Agency  
**Credits:** 6

**Required by:** All

**Selective in:** N/A  
**Elective in:** N/A  
**General Education:** N/A

**Lecture:** N/A  
**Lecture/Lab:** N/A  
**Gradable Lab:** N/A  
**Contact hours lecture:** N/A  
**Contact hours lab:** N/A

**Current Catalog Description (include all prerequisites):**  
None

**Proposed or New Catalog Description (include all prerequisites):**  
CNSL 681 Counseling Internship – Community/Agency  
6 semester credits

An extended practical experience in community/agency where the counselor intern acquires 300 hours of knowledge and skills under professional supervision. The intern will acquire knowledge of referral agencies and community services as well as observation and practice in a clinical setting. Prerequisites: CNSL 620, CNSL 625, CNSL 635, and CNSL 638. Must submit and have approval for internship before registering.

**Course Outcome Objectives:** See CNSL 680 requirements for internship.

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

## COURSE REVISION FORM

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

College Graduate Program Area Counselor Education Date 6 December 2006

Submitter Foley/Sellers Dean \_\_\_\_\_ Date \_\_\_\_\_  
Signature Signature (indicates "college" level approval)

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

Create a course number designation to indicate the placement setting for interns in community/agency.

Please provide the following information:

**College:** Graduate/Education

**Program Area:** Counselor Education

**Date:** 6 December 2006

**Course Prefix & No:** CNSL 681

**Course Title:** Counseling Internship—Community/Agency

**Credits:** 6

**Required by:** All

**Selective in:** N/A

**Elective in:** N/A

**General Education:** N/A

**Lecture:** N/A

**Lecture/Lab:** N/A

**Gradable Lab:** N/A

**Contact hours lecture:** N/A

**Contact hours lab:** N/A

*Approved by  
Grad Council  
12/14/06*

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

None

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

**CNSL 681 Counseling Internship-Community/Agency**

6 semester credits

An extended practical experience in community/agency where the counselor intern acquires 300 hours of knowledge and skills under professional supervision. The intern will acquire knowledge of referral agencies and community services as well as observation and practice in a clinical setting. CNSL 620, CNSL 625, CNSL 635, and CNSL 638.

*prerequisite: approved internship app*

**Course Outcome Objectives:** See CNSL 680 requirements for internship.

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

# COURSE REVISION FORM

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

College Graduate \_\_\_\_\_ Program Area Counselor Education Date 6 December 2006

Submitter Foley/Sellers Signature \_\_\_\_\_ Dean [Signature] Date 12/14/06  
Signature (indicates "college" level approval)

Provost

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

Indicate the placement setting for interns community/agency settings.

Please provide the following information:

**College: Graduate/Education**

**Program Area: Counselor Education**

**Date: 6 December 2006**

**Course Prefix & No: CNSL 683**

**Course Title: Advanced Counseling Practicum—Community/agency**

**Credits: 6**

**Required by: All**

**Selective in: N/A**

**Elective in: N/A**

**General Education: N/A**

**Lecture: N/A**

**Lecture/Lab: N/A**

**Gradable Lab: N/A**

**Contact hours lecture: N/A**

**Contact hours lab: N/A**

*Approved by  
Grad Council  
12/14/06*

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

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

**CNSL 682 Advanced Counseling Practicum-Community/Agency**

6 semester credits

A continuation of the counseling internship where the student gains additional practical experience in the application of knowledge, skills, techniques and supervision in the area of counseling. Prerequisite: CNSL 681.

**Course Outcome Objectives:** See CNSL 682 requirements for internship.

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

# COURSE REVISION FORM

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

College Graduate Program Area Counselor Education Date 6 December 2006

Submitter Foley/Sellers Dean [Signature] Date 12/14/06  
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):  
Add needed prerequisite and more fully describing the course description.

Please provide the following information:

**College:** Graduate/Education  
**Program Area:** Counselor Education  
**Date:** 6 December 2006  
**Course Prefix & No:** CNSL 661

**Course Title:** Group Dynamics/Counseling  
**Credits:** 3

**Required by:** All

**Selective in:** N/A  
**Elective in:** N/A  
**General Education:** N/A

**Lecture:** N/A  
**Lecture/Lab:** N/A  
**Gradable Lab:** N/A  
**Contact hours lecture:** N/A  
**Contact hours lab:** N/A

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

CNSL 661 Group Dynamics/Counseling  
3 semester credits

In this course the student will examine the theory and techniques of group counseling. Course topic areas will include: group dynamics, the types of groups, the stages of the group process, therapeutic forces within the group, etc. Prerequisite: CNSL 625.

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

CNSL 661 Group Dynamics/Counseling  
3 semester credits

In this course the student will examine the theory and techniques of group counseling. Course topic areas will include: group dynamics, the types of groups, the stages of the group process, therapeutic forces within the group, etc. Student will participate in group experience and facilitate the group process. Prerequisite: CNSL 625, CNSL 635 and permission of instructor.

*Approved by Grad Comm 12/14/06*

**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.**

## COURSE REVISION FORM

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

College Graduate Program Area Counselor Education Date 6 December 2006

Submitter Foley/Sellers Dean [Signature] Date 12/14/06  
Signature Signature (indicates "college" level approval)

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

Indicate the placement setting for interns school or related settings. Title Change.

Please provide the following information:

**College:** Graduate/Education

**Program Area:** Counselor Education

**Date:** 6 December 2006

**Course Prefix & No:** CNSL 682

**Course Title:** Advanced Counseling Practicum—School or Related Settings

**Credits:** 6

**Required by:** All

**Selective in:** N/A

**Elective in:** N/A

**General Education:** N/A

**Lecture:** N/A

**Lecture/Lab:** N/A

**Gradable Lab:** N/A

**Contact hours lecture:** N/A

**Contact hours lab:** N/A

*Approved by  
Grad Council  
12/14/06*

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

**CNSL 682 Advanced Counseling Practicum**

6 semester credits

A continuation of the counseling internship where the student gains additional practical experience in the application of knowledge, skills, techniques and supervision in the area of counseling. Prerequisite: CNSL 680.

### Proposed or New Catalog Description (include all prerequisites):

**CNSL 682 Advanced Counseling Practicum-School or Related Setting**

6 semester credits

A continuation of the counseling internship where the student gains additional practical experience in the application of knowledge, skills, techniques and supervision in the area of counseling. Prerequisite: CNSL 680.

**Course Outcome Objectives:** See CNSL 682 requirements for internship.

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

**COURSE REVISION FORM**

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

College Graduate \_\_\_\_\_ Program Area Counselor Education Date 6 December 2006

Submitter Foley/Sellers Dean [Signature] Date 12/14/06  
Signature Signature (indicates "college" level approval)

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

Drop course no longer offered.

Please provide the following information:

**College: Graduate/Education**  
**Program Area: Counselor Education**  
**Date: 6 December 2006**

Course Prefix & No: CNSL 684

**Course Title:** Internship: Supervision and Administration in Counseling  
**Credits: 3**

**Required by:** All

**Selective in:** N/A  
**Elective in:** N/A  
**General Education:** N/A

**Lecture:** N/A  
**Lecture/Lab:** N/A  
**Gradable Lab:** N/A  
**Contact hours lecture:** N/A  
**Contact hours lab:** N/A

*Approved by  
Grad Council  
12/14/06*

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

CNSL 684 Internship: Supervision and Administration in Counseling  
3 semester credits  
The course is designed to enable students to design, implement, administer, supervise,

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

**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.**

## COURSE REVISION FORM

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

College Graduate Program Area Counselor Education Date 6 December 2006

Submitter Foley/Sellers Dean \_\_\_\_\_ Date \_\_\_\_\_  
Signature Signature (indicates "college" level approval)

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

Indicate the placement setting for interns in community/agency.

Please provide the following information:

**College:** Graduate/Education  
**Program Area:** Counselor Education  
**Date:** 6 December 2006

Course Prefix & No: CNSL 680

**Course Title:** Counseling Internship-School or Related Setting  
**Credits:** 6

**Required by:** All

**Selective in:** N/A  
**Elective in:** N/A  
**General Education:** N/A

**Lecture:** N/A  
**Lecture/Lab:** N/A  
**Gradable Lab:** N/A  
**Contact hours lecture:** N/A  
**Contact hours lab:** N/A

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

**CNSL 680 Counseling Internship**  
6 semester credits

An extended practical experience in public schools or private enterprise where the counselor trainee acquires 300 hours of knowledge and skills under professional supervision. The trainees will acquire knowledge of referral agencies and community services as well as observation and practice in the field of counseling.  
Prerequisites: CNSL 620, CNSL 625, CNSL 635, and CNSL 638.

### Proposed or New Catalog Description (include all prerequisites):

**CNSL 680 Counseling Internship-School or Related Setting**  
6 semester credits

An extended practical experience in school or related setting where the counselor intern acquires 300 hours of knowledge and skills under professional supervision. The intern will acquire knowledge of school and related settings as well as observation and practice in the setting.  
Prerequisites: CNSL 620, CNSL 625, CNSL 635, and CNSL 638.

**Course Outcome Objectives:** See CNSL 680 requirements for internship.

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

*Approved by  
Grad Council  
12-14-06*



**COURSE REVISION FORM**

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

College Graduate Program Area Counselor Education Date 12/06/06

Submitter John Foley/Darlene Sellers Provost  Date 12/14/06  
Signature Signature (indicates "college" level approval)

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

Indicate the placement setting for interns in community/agency.

Please provide the following information:

**College:** Graduate/Education  
**Program Area:** Counselor Education  
**Date:** 12/06/06

*Approved  
by  
Grad Council  
12/14/06*

**Course Prefix & No.:** CNSL 680

**Course Title:** Counseling Internship – School or Related Setting  
**Credits:** 6

**Required by:** All

**Selective in:** N/A  
**Elective in:** N/A  
**General Education:** N/A

**Lecture:** N/A  
**Lecture/Lab:** N/A  
**Gradable Lab:** N/A  
**Contact hours lecture:** N/A  
**Contact hours lab:** N/A

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

CNSL 680 Counseling Internship  
6 semester credits  
An extended practical experience in public schools or private enterprise where the counselor trainee acquires 300 hours of knowledge and skills under professional supervision. The trainees will acquire knowledge of referral agencies and community services as well as observation and practice in the field of counseling. Prerequisites: CNSL 620, CNSL 625, CNSL 635, and CNSL 638.

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

CNSL 680 Counseling Internship – School or Related Setting  
6 semester credits  
An extended practical experience in school or related setting where the counselor intern acquires 300 hours of knowledge and skills under professional supervision. The intern will acquire knowledge of referral agencies and community services as well as observation and practice in a clinical setting. Prerequisites: CNSL 620, CNSL 625, CNSL 635, and CNSL 638. Must submit and have approval for internship before registering.

**Course Outcome Objectives:** See CNSL 680 requirements for internship.

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

## COURSE REVISION FORM

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

College Graduate Program Area Counselor Education Date 6 December 2006

Submitter Foley/Sellers Dean [Signature] Date 12/14/06  
Signature Signature (indicates "college" level approval)

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

CNSL 638 Require "Permission of Instructor" before student is allowed to enroll because of pacing needed in program.

Please provide the following information:

**College:** Graduate/Education

**Program Area:** Counselor Education

**Date:** 6 December 2006

**Course Prefix & No:** CNSL 638

**Course Title:** Counseling Practicum

**Credits:** 3

**Required by:** All

**Selective in:** N/A

**Elective in:** N/A

**General Education:** N/A

**Lecture:**

**Lecture/Lab:**

**Gradable Lab:**

**Contact hours lecture:**

**Contact hours lab:**

*Approved by  
Grad Council  
12/14/06*

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

**CNSL 638 Counseling Practicum**

3 semester credits

In this practicum course, counselor-interns/students will develop skills necessary to apply basic competencies to the establishment of therapeutic relationships, the use of therapeutic communications, and use of influencing skills in helping clients to set goals and implement action strategies. The course demands 100 hours of practicum experiences (in and out of class) including 40 hours of direct client contact. Counselor-interns/students will be supervised a minimum of one hour per week in individual sessions and one and one-half hours per week in a group sessions. Prerequisites include: CNSL 620, CNSL 625, CNSL 635, or permission of instructor. This course is a prerequisite for CNSL 680.

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

... Prerequisites include: CNSL 620, CNSL 625, CNSL 635, and permission of instructor. This course is a prerequisite for CNSL 680 or CNSL 681

**Course Outcome Objectives:** No change.

## COURSE REVISION FORM

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

College Graduate Program Area Counselor Education Date 6 December 2006  
Submitter Foley/Sellers Dean Provost Date 12/14/06  
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):  
Program requirement replaced by CNSL652; course no longer required in program.

Please provide the following information:

**College: Graduate/Education**

**Program Area: Counselor Education**

**Date: 6 December 2006**

**Course Prefix & No: CNSL 651**

**Course Title: Ethnicity and Family Counseling**

**Credits: 3**

**Required by: All**

**Selective in: N/A**

**Elective in: N/A**

**General Education: N/A**

**Lecture: N/A**

**Lecture/Lab: N/A**

**Gradable Lab: N/A**

**Contact hours lecture: N/A**

**Contact hours lab: N/A**

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

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

**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.**

Updated 09/29/05

*Approved by  
Grad Council  
12/14/06*

~~Original~~ Original

**COURSE REVISION FORM**

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

College Education, A&S, Nursing Program Area Graduate Date 11/3/06

Submitter: Randy Bachman Dean Chen Jin Date 12/14/06  
Signature Signature (indicates "college" level approval)

Proves T

**Please provide a brief explanation & rationale for the proposed revision(s):** Seminar in Online Course Design is a new course designed to train faculty to use a "learning management system" (currently WebCT CE 4.1) to offer their courses via online delivery. The course has been offered as a special topics course and needs to be added to the catalog in order to become a continuous course offering.

**Please provide the following information:**  
**College:** Education, Arts & Sciences, & Nursing  
**Program Area:** Graduate  
**Date:** 11/3/06  
**Course Prefix & No.:** Currently EDUC 590 (Special Topics) (new 5xx number)

**Course Title:** Seminar in Online Course Design  
**Credits:** 2

**Required by:** N.A.

**Selective in:** N.A.  
**Elective in:** N.A.  
**General Education:** N.A.

**Lecture:** Online Delivery Only  
**Lecture/Lab:** Online Delivery Only  
**Gradable Lab:** Online Delivery Only  
**Contact hours lecture:** Online Delivery Only  
**Contact hours lab:** Online Delivery Only

Approved by  
Prod Council  
12/14/06

**Current Catalog Description (include all prerequisites):** N.A.

**Proposed or New Catalog Description (include all prerequisites):** This virtual seminar provides an immersion in course design for online delivery utilizing a "learning management system" (LMS). By concurrently experiencing the LMS from the perspective of a student and a course designer, learners gain both practical, first-hand knowledge of best practices in online course design and hands-on experience adapting these principles to the design of specific courses within their own disciplines. Discussion focuses on the challenges of course adaptation from the traditional to the virtual classroom environment as they relate to the organization, sequencing, and delivery of course content utilizing the web-based elements and tools available within the LMS. Particular emphasis is placed on the actual mechanics of the LMS.

**Course Outcome Objectives:**

Given the need for professional educators to understand the integration of technology into their instructional strategies, upon successful completion of this course students will be able to:

- Understand and utilize the vocabulary used in the field of online education, including the specific terminology used in the learning management system;
- Apply foundational knowledge of theory and best practices for assessing, selecting, integrating, utilizing, and evaluating the use of technology in the learner-centered virtual classroom;
- Create a complete and professional online course, utilizing a wide variety of elements and tools available within the learning management system;
- Evaluate and reflect upon projects and experiences in a way that demonstrates progress and builds foundations for future growth; and,
- Plan for individualized professional development in the design, creation, and development of future online teaching endeavors.

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

N.A.

Updated 09/29/05