

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

Proposal # 14-10	Title: Bachelor of Applied Science – Business Technology
-------------------------	---

(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.
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.**

See back for tracking form



	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	04/02/15	Tracking form initiated	Lourdes Caven	04/02/15				
General Education Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Curriculum Committee (if applicable)	4-27-15	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Byron L. Cates	4-27-15				
Academic Senate	4-28-15	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	hore Elliot	5-27-15		Provost	5-27-15	
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Wm. J. Pegg	6-25-15				
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Gregory D. Keel	6-25-2015		Back to Provost	6-25-15	
MSU	8-3-15	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
BOR	Sept. 2015 BOR	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	@ March 4 2016 BOR meeting via letter		Both program & online delivery	NWCCU		
NWCCU		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		May 2016				
Provost		Advise originating college and Academic Senate of status. Update Web page.	Fall 2016					
Registrar		Catalog/Policy Manual Update	Fall 2016					

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.**

Academic Senate Form 1 (Revised 3/21/2012)

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: XXX-XXXX+XXXXX Meeting Date: _____
Institution: MSU-Northern CIP Code: _____
Program Title: Bachelor Of Applied Science – Business Technology

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic, Research and Student Affairs Handbook](#).

 A. Notifications:

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

- 1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 1b. Withdrawing a program from moratorium**
- 2. Intent to terminate an existing major, minor, option or certificate – Step 1** (Phase I Program Termination Checklist)
- 3. Campus Certificates (CAS/AAS)-Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**
- X **4. BAS/AA/AS Area of Study**

 B. Level I:

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

- 1. Re-titling an existing major, minor, option or certificate**
- 2. Adding a new minor or certificate where there is a major or an option in a major** (Curriculum Proposal Form)
- 3. Merging or re-titling a department**
- 4. Revising a program** (Curriculum Proposal Form)
- X **5. Distance or online delivery of an existing degree or certificate program**
- 6. Terminating an existing major, minor, option or certificate – Step 2** (Completed Program Termination Checklist and updated catalog)

 Temporary Certificate or AAS Degree Program

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

C. Level I with Level II Documentation:

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

 1. Adding an option within an existing major or degree (Curriculum Proposal Form)

 2. Consolidating existing programs and/or degrees (Curriculum Proposal Form)

D. Level II:

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

 1. Re-titling a degree (ex. From B.A. to B.F.A) (Curriculum Proposal Form)

 2. Adding a new minor or certificate where there is no major or option in a major (Curriculum Proposal Form)

 3. Establishing a new degree or adding a major or option to an existing degree (Curriculum Proposal Form)

 4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit (Curriculum Proposal Form or Center Proposal Form)

 5. Re-titling a college, division, school department, institute, bureau, center, station, laboratory or similar unit (Curriculum Proposal Form or Center Proposal Form)

Specify Request:

Notification of intent to update the BAS degree to include a Business Technology area of study.

Request authorization to offer the BAS – Business Technology online (all required business and computer classes are presently offered online as part of the Business Administration B.S. or the Computer Information Systems minor).

There are 8 colleges offering feeder AAS degrees in the Montana University System, and 4 tribal colleges with similar AAS degrees. This BAS area of study would provide an avenue for graduates with those AAS degrees to pursue a related bachelor degree.

A student entering this program will have completed an AAS degree in Business, Business Administration, Business Management, or Business Technology from any member of the MUS system or from those Montana tribal colleges with which we have articulated.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

We believe this to be a workforce development initiative that moves our Montana students toward meeting the Governor's development goals.

Montana State University – Northern
Business Technology
Bachelor of Applied Science Degree
 No Minor Required

 Student

NOTE: A student entering this program will have completed an AAS degree in Business, Business Administration, Business Management, or Business Technology from any member of the MUS system, or from those Montana tribal colleges, with which we have articulated. A maximum of 60 (includes 9 credits of required general education coursework) of those credits will apply to this degree.

REQUIRED COURSES

Prefix	No.	Course Title	Substitute	Institution	Sem Taken	Yr	Cr	Grade
BMGT	335	Management & Organization			F Sp Su		3	
BMGT	329	Human Resource Management			F Sp Su		3	
BMKT	325	Principles of Marketing			F Sp Su		3	
BUS	348	Business Communication			F Sp Su		3	
BGEN	468	Contemp. Issues in Bus. Ethics			F Sp Su		3	
BMIS	311	Management Information Sys.			F Sp Su		3	
BMGT	322	Operations Management			F Sp Su		3	
BFIN	322	Business Finance			F Sp Su		3	
BMGT	245	Customer Service Management			F Sp Su		3	
CAPP	158	MS Access			F Sp Su		3	
CAPP	266	Advanced MS Excel			F Sp Su		3	
BMGT	498	Cooperative Education			F Sp Su		3	

TOTAL CREDITS REQUIRED by the Program: 120

ADDITIONAL REQUIREMENTS:

At least 20 of the total credits required for graduation must be at the 300/400 level. As designed, this program contains 27 upper division credits. Number of 300/400 level courses listed on papers and transcript: _____ 300/400 level credits

TOTAL CREDITS: Students must have 120 credits to earn a bachelor's degree according to Montana Board of Regents policy.

This student lists: _____ credits, according to the transcript
 _____ credits, on the first page of graduation papers
 _____ TOTAL CREDITS

GPA: Students graduating with a bachelor's degree must have a cumulative GPA of 2.0 and a GPA in the major of at least 2.5.

GPA REQUIREMENT FULFILLED: YES _____ NO _____

 Dean, College of Technical Sciences

 Advisor

4/2/15
 Date

 Date

General Education Requirements

Bachelor Degree Candidates Only

Student's Name _____

NOTE: This form is to be typed or printed legibly. List all courses which fulfill the General Education Requirements.

GENERAL EDUCATION CORE (33 SEMESTER CREDITS)

Category I: Communication (6 credits)					
Prefix	No.	Course Title	Date Completed	Semester Credit	Grade
WRIT	101	Written Communication		3	
COMX	111	Speech OR		3	
COMX	115	Interpersonal Communication			
Category II: Mathematics (3 credits)					
M	121	College Algebra		3	
Category III: Natural Sciences (One with Lab) (6 credits)					
				3/4	
				3	
Category IV: History/Social Sciences (6 credits)					
ECNS	201 OR 202	Microeconomics or Macroeconomics		3	
				3	
Category V: Cultural Diversity (3 credits)					
BGEN	360	International Business		3	
Category VI: Humanities/Fine Arts (6 credits)					
				3	
				3	
Category VII: Technology (3 credits)					
				3	

The following courses **MAY NOT** be used to fulfill distribution requirements:

1. Courses required to fulfill General Education Core requirements.
2. Cooperative Education courses (courses numbered 279 or 479)
3. Courses with EDUC, GUID, or VOED prefixes.

Major Advisor's Signature

Date