

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

Proposal # <b>16-13</b>	Title: <b>CHTH 440 Principals of Epidemiology</b>
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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.**

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	8/25/16	Tracking form initiated	<i>[Signature]</i>	8/25/16	changed to received by Provost	GEN Ed	9/14/16	forwarded:
General Education Committee (if applicable)	9/3/16	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	NA <i>J. Hildebrand</i>		NA	Cur Comm	10/16/16	inner office to Syron
Curriculum Committee (if applicable)	11/17/16	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	11/17/16		COEASN	11/21/16	took to meeting
Academic Senate	11/15/16	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>			Provost office	11/17/16	inner office
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>Wm. J. Ruff</i>	1-10-17		Chenalla	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.  
Academic Senate Form 1 (Revised 3/21/2012)



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



# CEASN PROPOSAL TRACKING SHEET

## (Document to Be Originated By CEASN Secretary)

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms) to the CEASN Administrative Assistant.
2. The CEASN Administrative Assistant forwards them to the appropriate CEASN Committee.

Proposal Number: 2016-2017 # 1	Title: CHTH 440 Principals of Epidemiology
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Date

Received by CEASN Administrative Assistant

5.11.16

Forwarded to CEASN College Meeting

8.25.16

Approved

Disapproved

8/29/16  
Date

*[Signature]*  
Chair  
Signature

Returned to CEASN Administrative Assistant

8.29.16

Forwarded to Dean for Signatures

8.29.16

*Carol A. Reifmeyer*  
Dean  
Signature

Returned to CEASN Administrative Assistant

8.29.16

Forwarded to Professional Education Unit

No

Approved

Disapproved

Signature

Date

Returned to CEASN Administrative Assistant

8.29.16


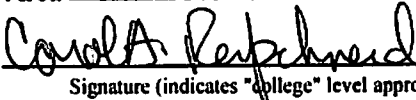
Forwarded to Academic Subcommittees

9.1.16

## COURSE REVISION FORM

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

College CEASN Program Area Health Promotion Date 5/10/16

Submitter  Dean  Date 8-29-16  
Signature (indicates "college" level approval)

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

***Epidemiology has been taught for 3 semesters as a special topics course. Students majoring in Health Promotion, Biology, and Nursing have used the course as electives or selectives. The course had a waiting list in the most recent semester of spring 2016.***

Please provide the following information:

**College:** Education, Arts, and Sciences  
**Program Area:** Health Promotion  
**Date:** May 10, 2016  
**Course Prefix & No.:** CHTH 440

**Course Title:** Principles of Epidemiology  
**Credits:** 3

**Required by:** None

**Selective in:** Health Promotion, B.S.  
**Elective in:** Biology B.S.  
**General Education:** None

**Lecture:** Yes  
**Lecture/Lab:** No  
**Gradable Lab:** No  
**Contact hours lecture:** 0  
**Contact hours lab:** 0

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

No current catalog description

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

Epidemiology is focused on understanding the distribution of health outcomes across populations. This epidemiology course delivers a brief review of basic concepts and then offers several opportunities to practice different applications such as outbreak management, hospital epidemiology, case control and cohort analyses, data collection, and descriptive analysis with Microsoft excel.

There are no prerequisites for this course, but completion of college algebra and/or statistics along with *Microsoft excel* familiarity will be very helpful.

## **Course Outcome Objectives:**

Upon successful completion of this course students will be able to:

- Define epidemiology as the study of health and disease distributions within populations
- Discuss historic epidemiologists such as John Snow and Ignaz Semmelweis
- List the Bradford-Hill Criteria of causality
- Manage infectious disease outbreak scenarios
- Organize and analyze data using *Microsoft excel*
- Graphically display correlation, distribution, and secular trends within *Microsoft excel*
- Differentiate between continuous and discrete variables
- Differentiate between odds ratio and relative risk
- Built 2 x 2 contingency tables
- Calculate Odds Ratios
- Calculate Relative Risk
- Calculate Chi Square values and estimate p-values

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

***This course is best taught either in a computer lab or with access to a computer lab, 1 day a week. The special topics course was recently taught in the library. Text book, communicable disease manual, course packets, basic calculators, rulers, graph paper are supplies needed for students in this course.***

Updated 09/29/05

## COURSE REVISION FORM

NEW  DROPPED  MAJOR REVISION  FOR INFORMATION ONLY

College CEASN Program Area HEALTH PROMOTION Date 5/10/16

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

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

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**Program Area:** Health Promotion  
**Date:** May 10, 2016  
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**Credits:** 3

**Required by:** None

**Selective in:** Health Promotion, B.S.  
**Elective in:** Biology B.S.  
**General Education:** None

**Lecture:** Yes  
**Lecture/Lab:** No  
**Gradable Lab:** No  
**Contact hours lecture:** 0  
**Contact hours lab:** 0

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

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- Build 2 x 2 contingency tables
- Calculate odds ratios
- Calculate relative risks
- Calculate Chi Square values and estimate p-values

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

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Updated 09/29/05