

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

Proposal # 18-18

Title: Cert of Tech Studies in Sports Coaching

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

MAR 12 2019

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	3/12/19	Tracking form initiated	D Bradley		track/Board	GT Sweeney	3/13/19	Inner Office
General Education Committee (if applicable)	3/13/19	<input type="checkbox"/> Approved NA <input type="checkbox"/> Disapproved	Gary D Luscan		forward	J. Todd	4/1/19	Inner Office
Curriculum Committee (if applicable)	4/1/19	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Jay P		forward to Senate	M Seiffert	4/1/19	Inner Office
Academic Senate	4/11/19	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Seiffert		forward	C Zond	4/12/19	Inner Office
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Chancellor		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
NWCCU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
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.

CEAS PROPOSAL TRACKING SHEET

(Document to Be Originated By CEAS Secretary)

1. Submit all proposals (using the appropriate academece Senate Program/Degree and /or course revision forms) to the CEAS Administrative Associate
2. The CEAS Administrative Associate forwards them to the appropriate CEAS Committee

Proposal Number: # 15	Cert. of Tech. Studies in Sport Coaching
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Date

Received by CEAS

Administrative Associate

2.11.19

Forward to the CEAS College Meeting

2.20.19

Approved

Disapproved

Valerie [Signature]

2/21/19

Chair Signature

Date

Returned to CEAS Admin. Associate

NO

Forward to the Director of Education (Education Proposals Only)

Approved

Disapproved

Director Signature

Date

Returned to CEAS

Administrative Associate

2.26.19

Forwarded to Dean of COEAS

2.26.19

Approved

Disapproved

Alexander [Signature]

2-26-19

Dean Signature

Date

Returned to CEAS

Administrative Associate

NO

Forwarded to Professional Education Unit

Approved

Disapproved

PEU Signature

Date

Returned to CEAS

Administrative Associate

3.12.19

Forward to Academic

3.12.19

Subcommittees

[Signature]

**Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM**

Item Number: XXX-XXXX+XXXXX

Meeting Date: _____

Institution: _____

CIP Code: _____

Program Title: Certificate of Technical Studies in Sport Coaching

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

 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. Revising a program (Curriculum Proposal Form)

 4. Distance or online delivery of an existing degree or certificate program

 5. Terminating an existing major, minor, option or certificate – Step 2 (Completed Program Termination Checklist)

 Temporary Certificate or AAS Degree Program

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.

**Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM**

___ 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)

___ 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, except when eliminating or consolidating)

___ 5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit

Specify Request:

Many of our students have an interest in coaching as either a profession or a vocation after graduation. More intensive than a minor, the certificate will aid students in seeking employment or aid in proving qualifications for volunteer positions.



**MONTANA STATE UNIVERSITY
NORTHERN
PROGRAM SHEET**

**CERTIFICATE OF TECHNICAL STUDIES IN SPORT COACHING
24 TOTAL SEMESTER CREDITS REQUIRED**

NAME: _____
 LASTNAME FIRSTNAME MIDDLENAME

STUDENT ID: _____

SPORT COACHING CERTIFICATE REQUIREMENTS

Course Requirements	Credits	Grade	Year	Semester	Substitution (Prefix, #, & Place)
COA 205 Introduction to Coaching	3			FA SP SU	
COA 210 Intro to Sports Officiating	2			FA SP SU	
AHAT 210 Prevention and Care of Athletic Injuries	3			FA SP SU	
COA 407 Issues in Competitive Athletics	3			FA SP SU	
KIN 410 Advanced Strength and Conditioning	3			FA SP SU	
KIN 411 Nutrition for Sports and Exercise	3			FA SP SU	
KIN 440 Sport Psychology	3			FA SP SU	
COMX 412 Communication and Conflict	3			FA SP SU	
Choose two (2) of the following:					
COA 240 Coaching Volleyball	2			FA SP SU	
COA 242 Coaching Football	2			FA SP SU	
COA 245 Coaching Basketball	2			FA SP SU	
COA 258 Coaching Wrestling	2			FA SP SU	
Total Certificate Credits:	27				

(Continued on next page)

ADDITIONAL REQUIREMENTS

Certificate GPA:	<i>2.25 Required</i>	Earned:	
Credits Earned at Northern:	<i>12 Required</i>	Earned:	
Total Credits Earned:	<i>23 Required</i>	Earned:	

Required	
Student Signature	Date
Certificate Advisor Signature	Date
Certificate Chair/Director Signature	Date
Dean, College of Education, Arts, Sciences Signature	Date

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

SUBJECT: ACADEMIC AFFAIRS
Policy 303.1 – Academic Program Proposals
Adopted: October 19, 1973; Revised: March 4, 2016

I. Board policy:

A. The commissioner of higher education shall establish a process whereby institutions of the Montana University System may propose new postsecondary educational program offerings or modifications to existing offerings.

B. The board of regents will monitor all such academic proposals through notification or request for approval at regular meetings of the board. The commissioner shall determine the level of review and/or action necessary for each item.

C. Additional details concerning the academic proposal process established by the commissioner of higher education, including required documentation, will be made available by the commissioner via the Office of the Commissioner of Higher Education, Academic and Student Affairs section of the Montana University System website.

D. When developing academic proposals, all institutions are encouraged to collaborate rather than duplicate existing programmatic offerings. Unnecessary duplication will be taken in to consideration by the commissioner of higher education and the board of regents when evaluating proposals.

E. In all instances, the board of regents may request additional information or require a report from outside consultants to analyze the proposal.

II. Definitions

A. Postsecondary educational program - A series of courses arranged in a scope or sequence leading to a degree, certificate, option, major, or minor where a major does not already exist.

B. Degree - A specific designation of letters representing the words on the diploma indicating completion or attainment (e.g., A.A., A.S., B.A., B.S., B.Arch., B.B.A., M.A., M.F.A., Ed.D., D.A., Ph.D).

C. Certificate of Technical Studies - Awarded upon successful completion of a short program of study culminating in an industry-recognized credential, a credential supporting other academic programs, a credential focused on a specific area of skill and knowledge, and/or an added specialty or upgraded credential within an occupational area. Usually, certificate programs are at least 12 credits and no more than 29 credits in length and do not require the related instruction/general education courses used for Certificates of Applied Science and academic degrees (e.g., A.A.S., A.S., B.S., etc).

D. Certificate of Applied Science - Awarded upon completion of a program of study at least 30 credits in length preparing students for entry-level employment in the career/technical area indicated by the Certificate of Applied Science title (e.g., Certificate of Applied Science in Bookkeeping). As required by Northwest Commission on Colleges and Universities, these certificate programs include a recognizable body of instruction in computation, communication, and human relations. Specific expectations for the Certificate of Applied Science are provided in BOR Policy 301.12.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

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Policy 303.1 – Academic Program Proposals

Adopted: October 19, 1973; Revised: March 4, 2016

E. Major - The specific field of concentration for the degree. A designated and coherent sequence of courses in a discipline, related disciplines, or professional area in which a student concentrates as a part of a baccalaureate degree program. The requirements of the major are usually defined by one academic department, but may be defined jointly by two or more departments in the case of an interdisciplinary major. Majors may range from 30 to 48 semester hours, half of which must be at the upper division level. Study in the major will conclude with a capstone, integrating experience in which the knowledge and skills learned in the major are applied or demonstrated.

F. Extended Major - Where required by professional expectations or specialized accreditation standards, extended majors may be offered in undergraduate programs. The extended major may require up to 80 hours.

G. Minor - The supporting or complementary field undertaken along with a major for a degree. A designated and coherent sequence of courses in a discipline, related disciplines, or professional area which provides support or enhancement of a student's major in a baccalaureate program. Minors may range from 18 to 30 semester hours of credit, one-third of which must be at the upper division level.

H. Option - One of two or more alternative tracks available to students in an associate degree, baccalaureate minor or major or graduate degree program. Each option consists of a core of required courses in the program plus required and/or elective courses in the specialty area indicated by the title of the option. The core of required courses must constitute at least one-third of the hours required for the program.

History:

ITEM 2-001-R0973, (Revised), October 19, 1973, as revised April 11, 1978; ITEM 24-001-R0579, Changes in Institutional Organization, May 30, 1979; ITEM 2-001-R0973, as revised June 14, 1980; November 18, 1999 (ITEM 104-103-R0999); September 21, 2000 (ITEM 108-101-R0700); March 18, 2005 (ITEM 126-101-R0305), and approved May 31, 2007 (ITEM 135-102-R0507); revised and approved May 28, 2010 (ITEM 147-106-R0510). Revised extensively March 4, 2016 (Item 170-101-R0316).