

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

Proposal # 20-05	Title: Peer Tutoring	NOV - 9 2020
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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.
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.**

	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	11/2/2020	Tracking	[Signature]		forward	Provost	11/10/2020	Unred Office Email
General Education Committee (if applicable)	N/A							
Curriculum Committee (if applicable)	N/A	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Academic Senate	11/10/2020	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Conrad R. Kephner		Provost C	Provost	11/30/2020	Unred Office Email
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	[Signature]	2/19/21		AA	2/26/21	
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	[Signature]			AA	3/13/21	3-1-2021
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.**

COURSE REVISION FORM ^{4/3x}

NEW XX DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College CASE Program Area Peer Tutoring Date 10/25/20

Submitter *[Signature]* Dean *[Signature]* Date 11-6-2020
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s): Peer tutoring has slowly become more prominent on campus, but there is no clear means of training new tutors or enabling them to have peer tutoring reflected on their transcripts. Especially in the case of Education majors or those seeking a post-baccalaureate degree, a course reflected on their transcript will be beneficial. The course would be front-loaded with training and discussion of pedagogy, then students will have group and individual tutoring hours, dependent upon the number of credits they choose to register for. COLS is the CCN prefix for a course that has all the projected outcomes, taught at Missoula College.

Please provide the following information:

College: CASE
Program Area: College Success (COLS)
Date: 10/25/2020
Course Prefix & No.: COLS 295
Course Title: Peer Tutoring
Credits: 1-3

Required by: none
Selective in:
Elective in: Any major, especially relevant for education or liberal studies
General Education:

Lecture: 1
Gradable Lab: 1-2
Contact hours lecture:
Contact hours lab:

Current Catalog Description (include all prerequisites): None

Proposed or New Catalog Description (include all prerequisites):
This course is designed to prepare students to be effective peer tutors through a combination of seminars, mentoring, and practicum experience. Students will complete one credit by participating in seminars that explore the range of skills and knowledge needed for effective tutoring and meeting periodically with a faculty mentor from their academic discipline. Students will earn additional credit by working specified hours as a peer tutor in one of the supervised learning support facilities associated with Montana State University - Northern.

Course Outcome Objectives:
Upon successful completion of this course, students will be able to

1. Understand principles of adult learning and tutoring-related topics, including: learning styles, study skills, communication strategies, and instructional techniques.
2. Practice tutoring in supervised group and one-on-one situations
3. Discuss and reflect on current literature to improve tutoring skills.
4. Build relationship with mentor teacher to understand link between tutoring and course content.
5. Understand tutor responsibilities to respect student privacy and individuality.

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

Updated 09/29/05

COLS 2952 credits

Peer Tutoring

Missoula College - University of Montana

only miss campus to

Learning Outcomes:

Upon successful completion of this course, students will:

1. Understand principles of adult learning and tutoring-related topics, including: learning styles, study skills, communication strategies, and instructional techniques.
2. Practice tutoring in supervised group and one-on-one situations
3. Discuss and reflect on current literature to improve tutoring skills.
4. Build relationship with mentor teacher to understand link between tutoring and course content.
5. Understand tutor responsibilities to respect student privacy and individuality.

None

General Ed. Designators

No

Integrated Lab

No

Online

No

Cultural
Heritage of
American
Indians

CASE PROPOSAL TRACKING SHEET

(Document to Be Originated by CASE Admin. Associate)

1. Submit all proposals (using the appropriate Academic Senate Program/Degree and /or course revision forms) to the CASE Admin. Associate
2. The CASE Admin. Associate then forwards the proposal to the appropriate CASE Committee

Proposal No.	<u>427</u>	Date	<u>Peer Tutoring</u>
Received by CASE Admin. Associate		<u>10.26.2020</u>	
Forward to CASE College Meeting	<u>10.27.2020</u>	Approved <input checked="" type="checkbox"/> Dissapproved <input type="checkbox"/>	<u>Valerie B. J. 11/2/2020</u>
Returned to CASE Admin. Associate	<u>NA</u>	Signature	Date
Forward to Director of Education (EDUC proposals only)		Approved <input type="checkbox"/> Dissapproved <input type="checkbox"/>	
Returned to CASE Admin. Associate	<u>11.04.2020</u>	Signature	Date
Forward to Dean of CASE	<u>11.04.2020</u>	Approved <input checked="" type="checkbox"/> Dissapproved <input type="checkbox"/>	
Returned to CASE Admin. Associate	<u>11.09.2020</u>	<u>Mullen Sellen</u>	<u>11-6-2020</u>
Forward to Professional Education Unit		Signature	Date
Returned to CASE Admin. Associate	<u>11.09.2020</u>	Approved <input type="checkbox"/> Dissapproved <input type="checkbox"/>	
Forward to Academic Senate Subcommittees	<u>11.09.2020</u>	Signature	Date

Updated 10/01/2018 (removal of NRSRG) DDB
Updated 10/03/2018 (add Director of EDUC) DDB