

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

<b>Proposal # 22-60</b>	<b>Title: PSCI 2XX; Nonprofit Law</b>
-------------------------	---------------------------------------

(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.**

	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	04/04/2023	Tracking form initiated	D Bradley		Forward to Gen Ed	K Udayakumar		
General Education Committee (if applicable)	04/04/2023	<input type="checkbox"/> Approved <input type="checkbox"/> N/A	D Bradley		Forward to Curriculum Committee	C Donovan		DocuSign
Curriculum Committee (if applicable)	04/04/2023	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DocuSigned by: Casey Donovan		Forward to Academic Senate			DocuSign
Academic Senate	4/11/2023	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DocuSigned by: Valerie Guyant		Forward	C. Reifschneider		DocuSign
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost	5-26-23	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Carol A. Reifschneider		Forward	Chancellor		
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Megyn O. Keel	6-6-2023				
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.

## COURSE REVISION FORM

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

College CASE Program Area CMLD/PSCI Nonprofit Management Date 3/10/23

Submitter Randy Bachmeier Dean Beth Durodye Date 5-1-23  
Signature Signature (indicates "college" level approval)

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

The current course PSCI 227 covers both the legal and financial aspects of nonprofit management, but ultimately does not allow sufficient time to fully address either topic. The expansion of the current Nonprofit Management track within the Community Leadership major to a separate minor allows for the expansion of these topics into two separate courses.

Please provide the following information:

**College:** CASE  
**Program Area:** CMLD/PSCI  
**Date:** 3/10/2023  
**Course Prefix & No.:** PSCI 2xx  
**Course Title:** Nonprofit Law  
**Credits:** 3  
**Required by:** Nonprofit Management Minor

**Selective in:**  
**Elective in:**  
**General Education:**

**Lecture:** 3  
**Lecture/Lab:**  
**Gradable Lab:**  
**Contact hours lecture:** 3  
**Contact hours lab:**

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

None.

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

This course briefly introduces basic principles of traditional legal topics (e.g., contract law, property law, torts, etc.) for context prior to engaging in exploration of the unique legal context of nonprofit organizations. The course focuses especially on the requirements and procedures for acquiring and maintaining nonprofit status with the state and federal government, including articles of incorporation, bylaws, Form 1023, Form 990, minutes and record keeping, annual reports, taxation, etc.

and ^ BTD

### **Course Outcome Objectives:**

1. Define, analyze, and explain foundational terms, concepts, and principles related to the legal system generally and to nonprofit law in particular;
2. Identify and explain the requirements and procedures for acquiring and maintaining incorporation as a nonprofit organization within the State of Montana;
3. Identify and explain the requirements and procedures for acquiring and maintaining nonprofit status with the Internal revenue Service;
4. Explain the components, content, and structure of articles of incorporation, bylaws, Form 1023, Form 990, minutes and other records, annual reports, etc.
5. Identify and utilize publicly available resources to research and evaluate the legal status and operational integrity of specific nonprofit organizations.

**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