

**PROCEDURAL SEQUENCE FOR ACADEMIC SENATE APPROVAL OF PROPOSALS**

1. Submit all proposals to the Office of Academic Affairs.
2. The Senate President will log items and forward them to the appropriate Senate subcommittees.
3. The Senate subcommittee will send the proposal to the Senate.
4. Senate proposals will be considered by the Full Faculty.
5. If approved, the proposal will then be forwarded to the Provost/Senior Vice Chancellor.

Proposals that require action to approve/disapprove/table or remand will be sent back to the Senate according to the monthly meeting schedule.

TITLE: Business Education Minor Program Changes  
 SUBCOMMITTEE: teacher ed PROPOSAL #: 00-07  
 PROPOSAL: see attached

**Action Signatures:**

Submitter	Date	College Chair/Dean	Date
<u>T. Weber</u> Curr. Committee Chair		Approve <input checked="" type="checkbox"/> Disapprove <input type="checkbox"/> Date <u>12/15/00</u>	
<u>Severce E. Munson</u> ACAD Senate Committee Chair		Approve <input checked="" type="checkbox"/> Disapprove <input type="checkbox"/> Date <u>1-16-01</u>	
<u>Severce E. Munson</u> Faculty Senate President		Approve <input checked="" type="checkbox"/> Disapprove <input type="checkbox"/> Date <u>1-23-01</u>	
<u>Rogn Barbn</u> Provost/Senior Vice Chancellor for Academic Affairs		Approve <input checked="" type="checkbox"/> Disapprove <input type="checkbox"/> Date <u>2/7/01</u>	
Revised: 11/1/99 <u>[Signature]</u> Chancellor		approve <input checked="" type="checkbox"/> Disapprove <input type="checkbox"/> Date: <u>2/11/01</u>	

Action Signatures:

Submitter

[Signature]

Date 9/7/00

Department Chair

Brend Skowronek

Date 10/4/00

(Signature indicates departmental approval)

Dean, College of Technical Sciences

[Signature]

Date 10-4-00

(Signature indicates College approval)

Teacher Education Council

[Signature]

Date 10/13

(if Teacher Education item) Approve \_\_\_\_\_

Disapprove \_\_\_\_\_

General Education Committee

(if General Education item) Approve \_\_\_\_\_

Date \_\_\_\_\_

Disapprove \_\_\_\_\_

Curriculum Committee

T. Welser

Date 12/5/00

(Signature accounts for consideration of affected department concerns) Approve X

Disapprove \_\_\_\_\_

Faculty Senate

Approve \_\_\_\_\_

Date \_\_\_\_\_

Disapprove \_\_\_\_\_

Faculty

Approve \_\_\_\_\_

Date \_\_\_\_\_

Disapprove \_\_\_\_\_

Vice Chancellor for Academic Affairs

Roger Sarbn

Date 2/7/01

Approve \_\_\_\_\_

Disapprove \_\_\_\_\_

Chancellor

[Signature]

Date 2/18/01

Approve X

Disapprove \_\_\_\_\_

## Program Revision Form

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

Department: College of Technical Sciences Program Area: Business Education DATE: September 7, 2000

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms.

### BUSINESS EDUCATION MINOR

Please see the attached **current Program Sheet** and the attached **proposed Program Sheet** (1999-2001 catalog).

The attached proposed program sheet reflects the changes to the Minor driven by the revised Business Education Major.

# MONTANA STATE UNIVERSITY - NORTHERN COLLEGE OF TECHNICAL SCIENCES

## Student Education Plan/Program Sheet

### SECONDARY EDUCATION (5-12) MINOR - BUSINESS EDUCATION

#### 29 Required Program Semester Credits

SEP for catalog year: 1999-2000

Minor Title: Secondard Education (5-12) Minor

Minor Code: M15

Student \_\_\_\_\_

Advisor \_\_\_\_\_

**Required courses for the minor**

Courses offered Fall Semester		Course Pref/No.	Action/Explanation Substitution or Waiver?	Sem. Crs.	Grade	Adv.
ACCT	261 Principles of Accounting I	3				
BUED	100 Basic Keyboarding	2				
BUED	142 Introduction to Word Processing	3				
BUED	280 Business Applications	3				
BUED	312 Methods of Teaching Business	3				
BUS	100 Introduction to Business	3				
BUS	300 Management in Organizations	3				
Courses offered Spring Semester						
BUED	121 Speedwriting	3				
BUS	335 Principles of Marketing	3				
BUED	238 Automated Office	3				
	OR					
BUED	279 Cooperative Education**	3				

\*\* offered even numbered years (ex: 2000-2001)

**ADVISOR'S CHECKLIST OF MINOR REQUIREMENTS:**

- \_\_\_\_\_ A minor will have 20 - 30 credits with a cumulative GPA of 2.25 for graduation
- \_\_\_\_\_ All minor programs will have at least 31 percent upper division credits.
- \_\_\_\_\_ At least 10 credits applied toward minor requirements must be earned within the Montana State University System.
- \_\_\_\_\_ At least half of the major and minor program requirements must be taken at MSU-Northern.
- \_\_\_\_\_ Verified grade entries from file or transcript

\_\_\_\_\_  
Student

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Dean

**Montana State University - Northern  
BUSINESS EDUCATION (5-12) MINOR**

\_\_\_\_\_  
Student

**REQUIRED COURSES**

Prefix	No.	Title	Substitute	Institution	Sem Taken	Yr	Cr	Grade
BUED	142	Intro Word Processing			F Sp Su		2	
BUED	245	Personal Finance			F Sp Su		3	
BUED	315	Methods - Accounting			F Sp Su		1	
BUED	316	Methods - KB & WP			F Sp Su		1	
BUED	318	Methods - Pers. Fin.			F Sp Su		1	
BUED	319	Methods - Bus. Law			F Sp Su		1	
BUED	421	Methods - Marketing			F Sp Su		1	
BUED	422	Methods - Entrepreneur			F Sp Su		1	
BUED	423	Methods - Comp. Apps.			F Sp Su		1	
ACCT	261	Principles I			F Sp Su		3	
ACCT	285	Computerized Accounting			F Sp Su		3	
BUS	100	Introduction to Business			F Sp Su		3	
BUS	271	Business Law			F Sp Su		3	
BUS	335	Marketing			F Sp Su		3	
SBM	416	New Venture Development			F Sp Su		3	

**TOTAL CREDITS REQUIRED by the Minor: 30**

**ADDITIONAL REQUIREMENTS:**

At least 11 of the credits must be at the 300/400 level. As designed, this minor contains 13 - 300/400 level credits.

Number of 300/400 level courses listed on papers and transcript: \_\_\_\_\_ **300/400 LEVEL CREDITS**

**GPA:** Students must have a cumulative GPA in the minor of at least **2.5**.

**GPA REQUIREMENT FULFILLED:** Yes \_\_\_\_\_ No \_\_\_\_\_

Methods courses must be taken at MSU-Northern. At least 10 credits to be applied to this minor must be taken at MSU-Northern.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date