

ACADEMIC SENATE PROPOSAL TRACKING SHEET

(Document To Be Originated By Academic Senate Secretary On Canary Color Paper)

All proposals **MUST** have their originating college faculty body (Ex. Nursing, Technical Sciences, Arts & Sciences, Education) approval and must be signed by the submitter and the college chair/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) to the Academic Senate Secretary.
2. The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate subcommittee(s): Teacher Education (if applicable), General Education (if applicable), or Curriculum.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is forwarded 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 when a proposal is disapproved and the proposal is returned to the originator.
4. The Academic Senate considers the proposal and approves or disapproves. If approved, the proposal is forwarded to the Full Faculty for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. The Full Faculty considers academic senate approved proposals. If faculty approve, the proposal will then be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor.
7. The Chancellor approves or disapproves the proposal.

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/asproposals.htm>

Documentation and forms for the curriculum process is also available on the web page:

<http://www.msun.edu/admin/provost/asforms.htm>

***** (If a proposal is disapproved at any level, it is returned through the Academic Senate secretary to the Chair/Dean of the submitting college who then notifies the originator.)

Proposal # <u>03.13</u>	Title: <u>Revision of Bachelor of Arts Degree Community Service</u>
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(proposal explanation, submitter and college chair/dean signatures on attached program/degree or course revision form)

Received by ACAD Senate Forwarded to Teacher Ed Council	Date <u>2/25/04</u> <u>NA</u>	Approved _____ Disapproved _____	
Forwarded to Gen Ed Committee	<u>NA</u>	Signature _____ Date _____ Approved _____ Disapproved _____	
Returned to ACAD Senate Forwarded to Curriculum Committee	<u>2/25/04</u> <u>NA</u>	Approved <input checked="" type="checkbox"/> Disapproved _____ Signature <u>T. Welch</u> Date <u>3/2/04</u>	
Returned to ACAD Senate for Vote	<u>3/3/04</u>	Approved <input checked="" type="checkbox"/> Disapproved _____ Signature _____ Date <u>3/9/04</u>	
Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting	<u>3/10/04</u> <u>3/30/04</u>	Approved <input checked="" type="checkbox"/> Disapproved _____ Signature _____ Date _____	
Forwarded to Provost for Approval/Disapproval	_____	Approved _____ Disapproved _____ Signature _____ Date <u>4/30/04</u>	
Forwarded to Chancellor for Approval/Disapproval	<u>5/3/04</u>	Approved _____ Disapproved _____ Signature _____ Date _____	

April 30, 2004

The current major in community service is a low-enrolled program. In addition, there is only one professor who currently teaches the specific community service courses. Before approving the new major, I would need verification that the addition of 3 credits would not increase overload for any faculty member nor increase the need for an additional adjunct faculty member.

I do not discount that CMSV 2XX – Foundations of Non-Profit Service is a viable course. I am questioning how we can add this course to the major without requiring additional resources.

A handwritten signature in black ink, appearing to read "Cheri".

Cheri Jimeno, Provost

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 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: Revision of Bachelor of Arts Degree Community Service

SUBCOMMITTEE: _____ **PROPOSAL #:** _____

PROPOSAL:

Three basic revisions are proposed for the Community Service degree major at this time.

1. Adoption of CMSV 2XX Foundations of Non Profit Service. Provides the theoretical and practical foundations of building a career in as a professional in the non profit sector.
2. Change the business requirement to BUS300, Management in Organizations, from SBM402, Small Business Management. SBM402 has two pre-requisites not otherwise required of Community Service majors. It is anticipated that the introduction to business management needed to prepare Community Service majors can be better acquired in BUS300 Management in Organizations.
3. Remove HIST142 History of World Civilization II as a selective, leaving SOS201 Introduction to Social Sciences, as a requirement.

Action Signatures:

<u></u>	2-17-03	<u></u>	2/24/04
Submitter	Date	College Chair/Dean	Date

_____	Approve _____	Disapprove _____	Date _____
Committee Chair			

_____	Approve _____	Disapprove _____	Date _____
Committee Chair			

_____	Approve _____	Disapprove _____	Date _____
Faculty Senate President			

_____	Approve _____	Disapprove _____	Date _____
Provost/Senior Vice Chancellor for Academic Affairs			

PROGRAM/DEGREE REVISION FORM

NEW DROPPED MAJOR REVISION FOR INFORMATION ONLY

College Arts and Sciences Program Area Community Service Date 02/10/04

Submitter [Signature] Chair/Dean [Signature] Date 2/24/04
 Signature Signature (indicates "college" level approval)

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. Please indicate changes by shading the appropriate cells.

PROPOSAL TITLE: Revision of Bachelor of Arts Degree Community Service

OLD PROGRAM

Course Prefix	#	Course Title	Credits	
			Fall	Spr.
ACCT	255	Governmental and Non-Profit Accounting		3
ART	361	Art History of Western Civilization I		3
		OR		
ART	362	Art History of Western Civilization II		3
		OR		
DRMA	123	Introduction to Theatre		3
		OR		
MUS	101	Introduction to Music History		3
CMSV	101	Introduction to Community Service	3	
CMSV	201	Volunteer Service Practicum	1	1
CMSV	301	Community Service Readings	3	
CMSV	302	Community Service Research		3
CMSV	310	Grants	3	
CMSV	401	Community Service Seminar		3
ENGL	114	Introduction to Literature	3	
		OR		
ENGL	214	Introduction to World Literature	3	
ENGL	338	Public Relations Writing	3	
HIST	142	History of Civilization II		3
		OR		
SOSC	201	Introduction to Social Sciences		3
		Language (French, German, Spanish, Native American)	4	4
SPCH	240	Small Group/Organizational Communication		3
SPCH	310	Organizational Communication		3
CMSV	350	Conflict Management	3	
CMSV	479	Co-Operative Education	6	

Total Credits 55

NEW PROGRAM

Course Prefix	#	Course Title	Credits	
			Fall	Spr.
ACCT	255	Governmental and Non-Profit Accounting		3
ART	361	Art History of Western Civilization I		3
		OR		
ART	362	Art History of Western Civilization II		3
		OR		
DRMA	123	Introduction to Theatre		3
		OR		
MUS	101	Introduction to Music History		3
CMSV	101	Introduction to Community Service	3	
CMSV	201	Volunteer Service Practicum	1	1
CMSV	2XX	Foundations of Non Profit Service	3	
CMSV	301	Community Service Readings	3	
CMSV	302	Community Service Research		3
CMSV	310	Grants	3	
CMSV	401	Community Service Seminar		3
ENGL	114	Introduction to Literature	3	
		OR		
ENGL	214	Introduction to World Literature	3	
ENGL	338	Public Relations Writing	3	
SOSC	201	Introduction to Social Sciences		3
		Language (French, German, Spanish, Native American)	4	4
BUS	300	Management in Organizations	3	
SPCH	240	Small Group/Organizational Communication		3
SPCH	310	Organizational Communication		3
CMSV	350	Conflict Management	3	
CMSV	479	Co-Operative Education	6	

Total Credits 58

Note: * 2 elective credits must be upper division

Note: In addition to the coursework listed above, community service majors are strongly advised to complete a concentrated program of study in some specialty area. The specialty areas will permit students to complete

coursework that could prepare them for careers in communication, non-profit administration, community health and wellness, social work or tribal leadership and administration. Community service majors should work with their faculty advisor to select the appropriate classes.

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

ACAD program degree revision form Revised: 10/10/01

COURSE REVISION FORM

NEW _____ DROPPED _____ MAJOR REVISION X FOR INFORMATION ONLY _____

College Arts & Sciences Program Area Community Service Date 2/10/04

Submitter [Signature] Chair/Dean [Signature] Date 2/24/04
Signature (indicates "college" level approval)

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

The Community Service degree program is in need of a course that will provide the student with the theoretical and practical foundations of building a career in as a professional in the non profit sector. This course is designed to be a bridge between CMSV 101 Introduction to Community Service, which emphasizes the importance of civic engagement of all citizens and CMSV 301 Community Services Readings, a pre-research theory-based course.

Please provide the following information:

College: Arts & Sciences
Program Area: Community Service
Date: February 9, 2004
Course Prefix & No.: CMSV 2XX

Course Title: Foundations of Non Profit Service
Credits: 3
Required by: Community Service major
Community Service minor

Selective in:
Elective in:
General Education: Distribution B: Social Sciences
Lecture: X
Lecture/Lab:
Contact hours lecture:
Contact hours lab:

Current Catalog Description (include all prerequisites): N/A

Proposed or New Catalog Description (include all prerequisites):

This course provides a theoretical and historical base to non profit service and the organizational structure of non profit services in rural areas. The course emphasizes the development of skills related to service in non profit agencies and community building, and explores the dynamics of professional careers in non profit agencies. Prerequisite: CMSV 101 Introduction to Community Service.

Course Outcome Objectives:

Upon completion of this course, students will:

- Display a working knowledge of the development of non profit services in America
- Show evidence of ability to address issues related to maintaining a non profit organization
- Demonstrate basic human relations skills related to service in a non profit organization
- Exhibit an understanding of the scope and dynamics of professional careers available in the non profit sector

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