

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>04-36</u>	Title: <u>School Business Admin AAS gen ed changes</u>
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(proposal explanation, submitter and college chair/dean signatures on attached program/degree or course revision form)

	Date				
Received by ACAD Senate	<u>2-12-05</u>		Approved	_____	Disapproved
Forwarded to Teacher Ed Council	<u>N/A</u>		Signature	_____	Date
Forwarded to Gen Ed Committee	<u>N/A</u>		Approved	_____	Disapproved
Returned to ACAD Senate	<u>N/A</u>		Signature	_____	Date
Forwarded to Curriculum Committee	<u>2-12-05</u>		Approved	_____	Disapproved
Returned to ACAD Senate for Vote	<u>2-28-05</u>	<u>Walter E. Bryson</u>	Signature	_____	Date
Sent to Provost's office for Full Faculty vote	<u>3-4-05</u>		Approved	_____	Disapproved
Voted on at Full Faculty meeting	<u>3/8/05</u>		Signature	_____	Date
Forwarded to Provost for Approval/Disapproval	<u>3/10/05</u>		Approved	_____	Disapproved
Forwarded to Chancellor for Approval/Disapproval	<u>3-13-05</u>		Signature	_____	Date
Copies sent to originating college and registrar's office	<u>3/14/05</u>		Approved	_____	Disapproved
C:/data/proposaltracking sheet ACAD 10 10 01			Signature	_____	Date

PROGRAM/DEGREE REVISION FORM

NEW DROPPED MAJOR REVISION FOR INFORMATION ONLY

College College of Technical Sciences

Program Area School Bus Admin AAS

Date Feb 2004

Submitter [Signature]
signature

Chair/Dean [Signature]

Date 2-15-05
signature (indicates "college" level approval)

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

The revision below reflects changes to accommodate the revised general education package
Please provide in the space below a "before" & after" picture of the program with the changes in the program noted
program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells

Proposal Title: SCHOOL BUSINESS ADMINISTRATION AAS gen ed changes

Current Program Listed in 04-05 Catalog

Course Prefix	Course #	Course Title	Crs.
FRESHMAN YEAR			
Fall Semester			
BUS	100	Intro to Business	3
CIS	111	Integrated Bus. Applications	3
ENGL	111	Written Communication I	3
SPCH	141	Fund. Of Speech	3
		OR	
SPCH	142	Interpersonal Communication	3
Spring Semester			
ENGL	112	Written Communication II	3
BUS	332	Human Resource Mgmt.	3
MATH	112	College Algebra	3
		Selective	3
Summer Semester			
MAS	130	Public Sector Links	3
MAS	268	School Law I	3
		Selective	3
BUS	110	Creative Problem Solving	3
SOPHOMORE YEAR			
Fall Semester			
ACCT	261	Prin. Of Accounting I	3
BUS	250	Business Statistics	3
		Gen Ed Dist (Area A.)	3
Spring Semester			
ACCT	262	Prin. Of Accounting II	3
		Gen Ed Dist (Area B)	3
		Selective	3
		Selective	3
Summer Semester			
ACCT	270	Acct. for Non-Profit Organiz.	3
MAS	269	School Law II (Finance)	3
		Selective	3
		Selet 15 credits from the following:	
BM	225	Risk Management.	3
MAS	104	Student Activity Programs	1
MAS	105	Pupil Transportation	1
MAS	106	Food Services	1
MAS	107	School Safety	1
MAS	108	Retirement System	1
		Advisor Approved Selectives	7

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Proposed Program for 05-06 Catalog

Course Prefix	Course #	Course Title	Gen Ed Credits	Degree Crs.
FRESHMAN YEAR				
Fall Semester				
BUS	100	Intro to Business		3
CIS	111	Integrated Bus. Applications		3
		Elective		3
SPCH	141	Fund. Of Speech		
		OR COMM	3	
SPCH	142	Interpersonal Communication		
Spring Semester				
ENGL	112	Written Communication II		3
BUS	332	Human Resource Mgmt.		3
MATH	112	College Algebra MATH	3	
		Selective		3
Summer Semester				
MAS	130	Public Sector Links		3
MAS	268	School Law I		3
		Selective		3
BUS	110	Creative Problem Solving		3
SOPHOMORE YEAR				
Fall Semester				
ACCT	261	Prin. Of Accounting I		3
BUS	250	Business Statistics		3
		TECH / HUMAN RELATIONS (3)	3	
Spring Semester				
ACCT	262	Prin. Of Accounting II		3
		Elective		3
		Selective		3
		Selective		3
Summer Semester				
ACCT	270	Acct. for Non-Profit Organiz.		3
MAS	269	School Law II (Finance)		3
		Selective		3
		Selet 15 credits from the following:		
BM	225	Risk Management.		3
MAS	104	Student Activity Programs		1
MAS	105	Pupil Transportation		1
MAS	106	Food Services		1
MAS	107	School Safety		1
MAS	108	Retirement System		1
		Advisor Approved Selectives		7

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