

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>04-43</u>	Title: <u>Course number change</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>2-16-05</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>2-16-05</u>		Approved	<input checked="" type="checkbox"/>	Disapproved
Returned to ACAD Senate for Vote	<u>2-25-05</u>		Signature	<u>Wanda B. Boyman</u>	Date <u>2-24-05</u>
Sent to Provost's office for Full Faculty vote	<u>3-4-05</u>		Approved	<input checked="" type="checkbox"/>	Disapproved
Voted on at Full Faculty meeting	<u>3/8/05</u>		Signature	<u>[Signature]</u>	Date <u>3-3-05</u>
Forwarded to Provost for Approval/Disapproval	<u>3/10/05</u>		Approved	<input checked="" type="checkbox"/>	Disapproved
Forwarded to Chancellor for Approval/Disapproval	<u>3-13-05</u>		Signature	<u>[Signature]</u>	Date <u>3-13-05</u>
Copies sent to originating college and registrar's office	<u>3/14/05</u>		Approved	<input checked="" type="checkbox"/>	Disapproved
C:/data/proposaltracking sheet ACAD 10 10 01			Signature	<u>[Signature]</u>	Date <u>3/14/05</u>

COURSE REVISION FORM

NEW DROPPED MAJOR REVISION FOR INFORMATION ONLY

College: College of Technical Science Program Area: Business Date: 2-10-05

Submitter Stefanie K. Chair/Dean August D. Kugel Date 2.15.05
Signature Signature (indicates "college" level approval)

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

Originally the course ACCT 255 Government & Not-for-Profit Accounting was developed as an introductory course for the Community Service program. However, several accounting courses are required for understanding the accounting decisions in this course and those courses are not part of the traditional community service program. In examining the skills needed for the degree, the Business Department faculty and the Community Service faculty realized that a much more basic introduction to the financial aspects of a Not-for Profit enterprise from a managerial point of view was needed. This course is the result of that collaboration. The course provides a basic managerial approach to identifying the annual activities of the organization with an emphasis on developing budgets for those activities. Since funding proposals are a major factor in Not-for-Profit organizations, proposal writing is also introduced in this course.

College: College of Technical Sciences
Program Area: Business
Date: 02-10-2005
Course Prefix & No.: BUS 2XX
Course Title: Managerial Planning in Not-For-Profit Enterprises
Credits: 3
Required by: Community Service Bachelor of Arts
Community Service Minor
Selective in:
Elective in:
General Education:
Lecture: X
Lecture/Lab:
Contact hours lecture:
Contact hours lab:

Current Catalog Description (include all prerequisites):

This course examines the basic managerial planning functions for a Not-For-Profit enterprise. Emphasis is placed on the identification and development of annual organizational activities and the preparation of a working budget for those activities. The course also examines the difference between capital campaigns and fundraising activities. An introduction to writing proposals for both activities is also part of the course as is an introduction to Microsoft Excel as a tool to assist in financial analysis and reporting.

Course Outcome Objectives:

1. To identify and explain the different types of organizational activities and objectives.
2. To develop skill in the prioritization of activities and objectives.
3. To demonstrate skill in the development of an organizational budget.
4. To diagnose the basic criteria for an effective proposal.
5. To prepare and explain a funding proposal.

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

BUS2XXmgmerialnotfor profit course rev 05

COURSE REVISION FORM

NEW _____ DROPPED X MAJOR REVISION _____ FOR INFORMATION ONLY _____

College: College of Technical Science Program Area: Business Date: 2-10-05

Submitter [Signature] Chair/Dean [Signature] Date 2-15-05
Signature (indicates "college" level approval)

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

College: College of Technical Sciences
Program Area: Accounting
Date: 06-2002
Course Prefix & No.: ACCT 255
Course Title: Governmental and Non-Profit Accounting
Credits: 3
Required by: Community Service Bachelor of Arts
 Community Service Minor

Selective in:
Elective in:
General Education:

Lecture: X
Lecture/Lab:
Contact hours lecture:
Contact hours lab: the course number change

Current Catalog Description (include all prerequisites):

This course provides the fundamental knowledge necessary for understanding the operation of governmental and nonprofit entities and their accounting and financial reporting.

Course Outcome Objectives:

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

Acct255coursedropform 05