

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 # 05-34	Title: New Certificate - Carpentry Technology
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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 1/20/06	Approved _____ Disapproved _____	
Forwarded to Gen Ed Committee	_____	Signature _____ Date _____ Approved _____ Disapproved _____	
Returned to ACAD Senate Forwarded to Curriculum Committee	1/20/06 1/20/06	Signature _____ Date _____ Approved <input checked="" type="checkbox"/> Disapproved _____ Signature _____ Date 1/24/06	
Returned to ACAD Senate for Vote	1/24/06	Signature _____ Date _____ Approved _____ Disapproved _____	
Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting	1/26/06 1/31/06	Signature _____ Date _____ Approved _____ Disapproved _____ Signature _____ Date 1/31/06	
Forwarded to Provost for Approval/Disapproval	2/1/06	Signature _____ Date _____ Approved _____ Disapproved _____	
Forwarded to Chancellor for Approval/Disapproval	2/1/06	Signature _____ Date _____ Approved _____ Disapproved _____	
Copies sent to originating college and registrar's office C/data/proposaltracking sheet ACAD 10 10 01	2/6/06	Signature _____ Date 2/11/06	

PROGRAM/DEGREE REVISION FORM

NEW X DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY

College College of Technical Sciences Program Area Carpentry Technology Certificate Date 1-19-06

Submitter _____ /Dean [Signature] Date 1.20.06
signature signature

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

To establish new carpentry certificate program

Please provide in the space below a "before & 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.

CARPENTRY TECHNOLOGY CERTIFICATE

PROPOSED COURSES

Courses to be taken Fall Semester

ELEC	101 Electrical Fundamentals I	5
IT	1XX Cnst. Technology & Fundamentals	2
DRFT	131 Technical Graphics	3
CARP	120 Carpentry I	4
		14

Courses to be taken Spring Semester

CARP	130 Carpentry II	2
CARP	131 Carpentry Level 2b	3
CARP	150 Carpentry Practicum	3
IT	111 Ind Safety/Waste Mgmt	2
	General Education	3
MAAS	106 Technical Math	3 16
		30

COURSE REVISION FORM

NEW DROPPED MAJOR REVISION FOR INFORMATION ONLY

College COTS Program Area Carpentry Certificate Date 12-12-05

Submitter _____ Chair/Dean _____ Date _____
Signature Signature (indicates "college" level approval)

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

New course, CARP 120, for proposed carpentry program.

College: College of Technical Sciences
Program Area: Carpentry Technology Certificate
Date:
Course Prefix & No.: CARP 120
Course Title: Carpentry I
Credits: 4

Required by: Carpentry
Selective in: N/A
Elective in: N/A
General Education:

Lecture:
Lecture/Lab: X
Contact hours lecture: 2
Contact hours lab: 4

Proposed Catalog Description (include all prerequisites):

This course introduces the carpentry trade, including history, career opportunities, and requirements. The course deals with the identification and application of a variety of building materials, fasteners, and adhesives. The skills needed for framing a simple structure are studied and practiced. The course also covers installation procedures for windows and exterior doors.

Course Outcome Objectives:

1. Understand the history, career opportunities, and responsibilities of a carpenter
2. Understand the availability and application of building materials, fasteners, and adhesives
3. Layout and construct a wooden floor assembly
4. Layout and construct walls and a ceiling
5. Layout and construct a roof
6. Install windows and exterior doors

Grade Breakdown:

Module Tests 40%
Lab Proficiencies 50%
Final Exam 10%

- Students are required to pass this class with a 70% or better to advance in the program.
- Students are required to pass this class with a 70% or better to be added to the NCCER National Registry for completing this course.
- Safety glasses are required at all times in lab settings.

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

The College of Technical Sciences will be utilizing existing lab space in the basement of Brockmann Center. Existing equipment will be used. Additional equipment will be purchased as needed and is budgeted into the expense for the program. (See Appendix I)

COURSE REVISION FORM

NEW X DROPPED MAJOR REVISION FOR INFORMATION ONLY

College COTS Program Area Carpentry Certificate Date 12-13-05

Submitter _____ Chair/Dean _____ Date _____
Signature Signature (indicates "college" level approval)

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

New course, CARP 130, for proposed carpentry program.

College: College of Technical Sciences
Program Area: Carpentry Technology Certificate

Date:
Course Prefix & No.: CARP 130
Course Title: Carpentry II
Credits: 2

Required by: Carpentry
Selective in: N/A

Elective in: N/A
General Education:

Lecture:
Lecture/Lab: X
Contact hours lecture: 1
Contact hours lab: 2

Current Catalog Description (include all prerequisites):

This course covers the stages involved in carpentry from site layout to constructing the footings and foundations. This course introduces site layout, measurement, and leveling procedures as well as some applications of concrete and reinforcing materials.

Course Outcome Objectives:

Upon completion of this course, the student will be able to:

1. Interpret blueprints, plans and elevations for site layout
2. Do distance measurement and differential leveling for a building site
3. Understand concrete mixing and curing, and reinforcement materials
4. Build concrete forms for footings and foundations

Grade Breakdown:

Module Tests	40%
Lab Proficiencies	50%
Final Exam	10%

- Students are required to pass this class with a 70% or better to advance in the program.
- Students are required to pass this class with a 70% or better to be added to the NCCER National Registry for completing this course.
- Safety glasses are required at all times in lab settings

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

The College of Technical Sciences will be utilizing existing lab space in the basement of Brockmann Center. Existing equipment will be used. Additional equipment will be purchased as needed and is budgeted into the expense for the program. (See Appendix I)

COURSE REVISION FORM

NEW X DROPPED MAJOR REVISION FOR INFORMATION ONLY

College COTS Program Area Carpentry Certificate Date 12-13-05

Submitter _____ Chair/Dean _____ Date _____
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):
New course, CARP 131, for proposed carpentry program.

College: College of Technical Sciences
Program Area: Carpentry Technology Certificate
Date:
Course Prefix & No.: CARP 131
Course Title: Carpentry Level 2b
Credits: 3

Required by: Carpentry
Selective in: N/A

Elective in: N/A
General Education:

Lecture:
Lecture/Lab: X
Contact hours lecture: 1
Contact hours lab: 4

Current Catalog Description (include all prerequisites):

This course covers the stages involved in carpentry from site layout to constructing the footings and foundations. The course introduces site layout, measurement, and leveling procedures and ~~it also~~ introduces some applications of concrete and reinforcing materials.

Prerequisites: IT 1XX, IT111, and CARP 120 or instructor's approval

Co-requisites: CARP 130 and CARP 150 and IT111

Course Outcome Objectives:

Upon completion of this course, the student will be able to:

1. Build wall, column, slab-and-beam, and stair forms
2. Describe cutting, bending, splicing, tying, and placement of reinforcing materials
3. Explain the tools, equipment, and procedures for placement and finishing concrete.
4. Describe the manufactured forms available for walls, columns, slabs, beams, and girders.

Grading will be determined upon successful completion of tests, assessments, and labs.

- Students are required to pass this class with a 70% or better to advance in the program.
- Students are required to pass this class with a 70% or better to be added to the
- NCCER National Registry for this course.
- Safety glasses are required at all times in lab settings.

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

The College of Technical Sciences will be utilizing existing lab space in the basement of Brockmann Center. Existing equipment will be used. Additional equipment will be purchased as needed and is budgeted into the expense for the program. (See Appendix I)

COURSE REVISION FORM

NEW X DROPPED MAJOR REVISION FOR INFORMATION ONLY

College COTS Program Area Carpentry Certificate Date 12/13/05

Submitter _____ Chair/Dean _____ Date _____
Signature Signature (indicates "college" level approval)

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

New course, CARP 150, for proposed carpentry program.

College: College of Technical Sciences
Program Area: Carpentry Technology Certificate
Date:
Course Prefix & No.: CARP 150
Course Title: Carpentry Practicum
Credits: 3

Required by: Carpentry
Selective in: N/A
Elective in: N/A
General Education:

Lecture:
Lecture/Lab: X
Contact hours lecture:
Contact hours lab: 9

Current Catalog Description (include all prerequisites):

This course provides hands-on experience in which the student applies the basic skills and knowledge presented thus far in the NCCER Carpentry Program. This course is designed as a practical task-orientated exercise utilizing the skills covered in CARP 120, CARP 130, and CARP 131.

Prerequisites: CARP 120 or instructor's approval
Co-requisites: CARP 130 and CARP 131 and IT 111

Course Outcome Objectives:

Upon completion of this course, the student will be able to

1. Use a site plan to place a structure on a plot without direct supervision
2. Demonstrate the ability to layout procedures for framing a stud wall with an opening without direct supervision
3. Demonstrate the ability to choose the proper fastener for a specific application without direct supervision
4. Demonstrate the ability to layout a simple stair system without direct supervision
5. Build a concrete form without direct supervision
6. Demonstrate the ability to choose the proper reinforcing method and materials for a specific concrete application without direct supervision

Grade Breakdown:
Proficiencies - 75%
Final Exam - 25%

- Students are required to pass this class with a 70% or better to advance in the program.

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

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COURSE REVISION FORM

NEW DROPPED MAJOR REVISION FOR INFORMATION ONLY

College COTS Program Area Carpentry Date 12-12-05

Submitter _____ Chair/Dean _____ Date _____
Signature Signature (indicates "college" level approval)

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

New course, IT 110, for proposed carpentry program.

College: College of Technical Sciences
Program Area: Carpentry Technology Certificate
Date:
Course Prefix & No.: IT 110
Course Title: Construction Technology Fundamentals
Credits: 2

Required by: Carpentry Certificate & AAS
Selective in: N/A
Elective in: N/A
General Education:

Lecture:
Lecture/Lab: X
Contact hours lecture: 1
Contact hours lab: 2

Proposed Catalog Description (include all prerequisites):

This course introduces basic concepts in safety, construction math, hand & power tools, blueprint reading, and basic rigging. This course covers safety in the operation of a variety of hand and power tools. It includes reading simple construction-related blueprints as well as overhead crane hand signals.

Course Outcome Objectives:

Upon completion of this course, the student will be able to:

1. Demonstrate the proper use and care of personal protective equipment (PPE).
2. Work safely on the job site.
3. Perform basic math as required by carpenters
4. Safely use a variety of hand and power tools.
5. Recognize and read basic construction blueprints.
6. Demonstrate basic rigging procedures.
7. Demonstrate proper American National Standards Institute (ANSI) hand signals.

Grade Breakdown:

Module Tests	40%
Lab Proficiencies	50%
Final Exam	10%

- Students are required to pass this class with a 70% or better to advance in the program.
- Students are required to pass this class with a 70% or better to be added to the NCCER National Registry for completing this course.
- Safety glasses are required at all times in lab settings.

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

The College of Technical Sciences will be utilizing existing lab space in the basement of Brockmann Center. Existing equipment will be used. Additional equipment will be purchased as needed and is budgeted into the expense for the program. (See Appendix I)

IT110courseform06

INTEROFFICE MEMORANDUM

TO: GREG KEGEL
FROM: CURRICULUM COMMITTEE
SUBJECT: PROPOSAL 05-34 CERTIFICATE IN CARPENTRY TECHNOLOGY
DATE: JANUARY 20, 2006
CC: LARRY STRIZICH, ACADEMIC SENATE PRESIDENT

The curriculum committee met today on your proposal 05-16. We were unable to make a recommendation because of insufficient information. Attached is a guideline for the information needed by the committee. The committee has agreed to review the proposal with the information you provide as soon as it is received. Please submit the additional information requested to the chair, Darlene Sellers, at sellersd@msun.edu with a copy to jkurtz@msun.edu or call ext. 3527 if you have any questions.

Attachment: Curriculum guidelines for new programs

Joanna Kurtz

From: Darlene Sellers
Sent: Monday, January 23, 2006 4:26 PM
To: Theresa Petersen; Joanna Kurtz; Steven Don; Byron Ophus; Vickie Clouse; Katherine Williams
Cc: Darlene Sellers
Subject: FW: Carpentry Certificate program request
Importance: High

Please review the information below from Larry along with your copy of this senate proposal and the curriculum guidelines for new programs.

If you would share your comments by "reply to all", it would help us decide if we need to wait until our next meeting for broader discussion, ask for more information from Larry, or "cast" our vote on the proposal via email....

Darlene J. Sellers, Ph.D., LCPC, NCC
 Associate Professor of Counselor Education
 Montana State University Northern
 Havre, MT 59501

ATTENTION: The information in this email may be CONFIDENTIAL and PRIVILEGED. If you have received this email in error, please delete it and notify the sender immediately. Thank you.

-----Original Message-----

From: Larry Strizich
Sent: Monday, January 23, 2006 4:11 PM
To: Darlene Sellers
Cc: Greg Kegel; Sandra Copenhaver
Subject: Carpentry Certificate program request

Darlene – w/regards your questions on the Carpentry certificate program.

- B. Courses
 - a. Each new course is within the framework for the Carpentry program – which is appropriate for the COTS and Northern
- C. College standards
 - a. The courses meet NW accreditation standards and are developed using national standards for curricula in carpentry.
 - b. All courses are lower division – appropriate for a one-year certificate
 - c. There are no courses or other pre-requisites for enrollment.
 - d. The course does not impact teacher education or any other special accredited program
 - e. The courses are part of the Montana BILT grant, designed to meet economic development needs of the region and state for construction trade programs.
 - f. Enrollment is difficult to estimate, but based on similar programs in neighboring states and projected enrollments by our partner schools in the grant, we can expect an eventual enrollment in the program of 15-25 students.
- D. Duplication
 - a. These are all new courses.
 - b. No other departments offer anything similar.
 - c. This is a new program/department.
- E. Resources
 - a. Northern's portion of the Montana BILT grant will fully fund the program through the first three years. Thereafter projected enrollments are adequate to sustain the program.
 - b. No – an additional staff member is advertised and will be hired by Fall 06 – funding for this position is made available as part of the Montana BILT grant.

c. N/A

If you have other questions please contact me. The senate meets tomorrow at 4 – it would be helpful if the proposals your committee has finished reach Sandi Copenhaver to be included in the agenda.

Larry Strizich, PE
Professor - Electronics and Computer Eng. Technology
Chair - College of Technical Sciences
Montana State University - Northern
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