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. Arts & Sciences, Education and Nursing; Technical Sciences) **approval and must be signed by the submitter and the college 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 Dean of the submitting college who then notifies the originator.)

Proposal # 0841 **Title:** Major Revision C MSUH01

(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)

	Date				
Received by ACAD Senate	2-13-09				
Forwarded to Teacher Ed Council	___	Approved	___	Disapproved	___
		Signature			Date
Forwarded to Gen Ed Committee	2-17-09 N/A	Approved ___		Disapproved	3/6/09
		Signature			Date
Returned to ACAD Senate	3-09-09				
Forwarded to Curriculum Committee	3/12/09	Approved ___		Disapproved ___	
		Signature			Date
Returned to ACAD Senate for Vote	3-18-09	Approved ___		Disapproved	3-27-09
		Signature			Date
Sent to Provost's office for Full Faculty vote					
Voted on at Full Faculty meeting	___	Approved	___	Disapproved	___
		Signature			Date
Forwarded to Provost for Approval/Disapproval	3-30-09	Approved	___	Disapproved	___
		Signature			Date
Forwarded to Chancellor for Approval/Disapproval	___	Approved	___	Disapproved	___
		Signature			Date
Copies sent to originating college and registrar's office	___				

Updated 09/29/05

COURSE REVISION FORM

NEW _____ DROPPED _____ MAJOR REVISION __X__ FOR INFORMATION ONLY _____

College__COAS_____ Program Area Comm Svc/Community Leadership ___ Date Nov 3, 2008

Submitter_____ Dean _____ Date _____
　　　　　　Signature　　　　　　　　　　　　　　　　Signature (indicates "college" level approval)

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

　　　The purpose of the name change is to bring the course name into alignment with the proposed
　　　change in the name of the major.

Please provide the following information:

College:　　　　　**COAS**
Program Area:　　　Community Service, proposed renaming to Community Leadership
Date:　　　　　　　November 3, 2008
Course Prefix & No.: CMSV401

Course Title: Community Service Seminar to be renamed Seminar in Community Leadership
Credits:　　　　　　3

Required by:　　　　Community Service/Community Leadership major

Selective in:　　　　Liberal Studies BA major
Elective in:
General Education:

Lecture:　　　　　　X
Lecture/Lab:
Gradable Lab:
Contact hours lecture:　　　3
Contact hours lab:

Current Catalog Description (include all prerequisites):

　　　Examination of the professional, ethical, economic, cultural and social issues in community
　　　service. Capstone course for community service majors. Prerequisite: Junior standing or
　　　permission of instructor.

Proposed or New Catalog Description (include all prerequisites):

This course is an [handwritten annotation]
　　　∧ Examination of the professional, ethical, economic, cultural and social issues in community leadership.
　　　set up ∧ Capstone course for community leadership majors.

Course Outcome Objectives:

Students will
　　　1. Demonstrate a working knowledge of governmental and non-profit organizations in Northcentral
　　　　　Montana through specific project analysis and planning.
　　　2. Reference basic principles of social action and social change in addressing a community need.
　　　3. Apply skills in fundraising, grant-seeking and/or project development.
　　　4. Integrate study of concepts related to promotions of, and advocacy for, non-profit services.
　　　5. Integrate research and evaluation concepts into program development.

**Additional instructional resources needed (including library materials, special equipment,
and facilities). Please note: approval does not indicate support for new faculty or
additional resources.**　　　　　No need for additional resources anticipated.
Updated 09/29/05