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# 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): 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 # 10-06	Title: Gen Ed Core Requirements for Element
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(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)

Educational

	Date	Approved	Disapproved
Received by ACAD Senate	12-10-10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Forwarded to Gen Ed Committee	12-14-10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Returned to ACAD Senate	_____	_____	_____
Forwarded to Curriculum Committee	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Returned to ACAD Senate	4-15-11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Forwarded to Graduate Council	_____	<input type="checkbox"/>	<input type="checkbox"/>
Returned to ACAD Senate for Vote	4-19-11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Forwarded to Provost for Approval/Disapproval	4-27-11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Forwarded to Chancellor for Approval/Disapproval	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copies sent to originating college and	_____	<input type="checkbox"/>	<input type="checkbox"/>



**PROGRAM/DEGREE REVISION FORM**

NEW \_\_\_ DROPPED \_\_\_ MAJOR REVISION X FOR INFORMATION ONLY \_\_\_

College COEASN Program Area EDUCATION Date 9-17-10

Submitter [Signature] Chair/Dean [Signature] Date 9-17-10  
Signature Signature (indicates "college" level approval)

**Please provide a brief explanation & rationale for the proposed revision(s).  
 To better match current course offerings in General Education with PEPPS requirements for Elementary Education.**

**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: General Education Core Requirements for Elementary Education	
OLD Programs	NEW Programs

Category I Communication	6	WRIT 101 AND SPCH 142	3	3	Category I Communication	6	WRIT 101 AND SPCH 142	3	3
Category II Mathematics	3	M 121	3	3	Category II Mathematics	3	M 121	3	3
Category III Natural Sciences with lab	6	BIOB 101/102 OR BIOL 204	3	3	Category III Natural Sciences with lab	6	Any acceptable BIO or CHEM	3	3
		PHSX 105/106	3	3			Any acceptable GEO or PHSY	3	3
Category IV Social Sciences/History	3	PSCI 210	3	3	Category IV Social Sciences/History	6	PSCI 210 HSTA 255	3	3
Category IV	3	HSTA 255	3	3	Category V Cultural Diversity	3	Any acceptable NAS except NAS 3XX (Latin American)	3	3
Category V Cultural Diversity	3	NAS 310 OR NAS 330	3	3	Category VI Humanities/Fine Arts	6	Any acceptable LIT Any course that fulfills this category	3	3
Category VI Humanities/Fine Arts	3	LIT 110	3	3	Category VII Technology	3	CIS 320	3	3
Category VI	3		3	3					
Category VII Technology	3	CIS 320	3	3					

**Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources. None needed.**

ACAD program degree revision form Revised: 12/12/01

*Do any accept needs to be listed (ie) BIO whatever*  
*Gen Ed Δ if specified (even specific selection) it is a program requirement. list acceptable*

**PROGRAM/DEGREE REVISION FORM**

NEW \_\_\_\_\_ DROPPED \_\_\_\_\_ MAJOR REVISION X FOR INFORMATION ONLY \_\_\_\_\_

College CEASN Program Area Elementary Education Date 9-17-10

Submitter [Signature] Dean [Signature] Date 9-17-10

Signature

Signature (indicates "college" level approval)

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

The elementary education program would like to change the specific requirements for their specified General Education courses. The hope is that this will make it easier to accept transfer students. The courses that would be accepted will still meet PEPP Standards but a wider range of course would be taken into consideration.

**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** General Education Core Requirements for Elementary Education

**Current Program listed  
in 10-11 Catalog**

*See attached*

**Proposed Program  
for 11-12 Catalog**

Course Prefix	#	Course Title	Credits
BIOB 101 Discover Biology & BIOB 102 Discover Biology Lab (CAT III Lab Science)			4
OR			
BIOB 204 Essentials of Anatomy & Physiology (HPE Minors) (CAT III Lab Science)			
CIS 320 Computers in Education (CAT VII)			3
EDPY 215 Introduction to Education Psychology			3
EDPY 350 Education and Psychology Exceptional Children			3
EDUC 100 Foundations of Education			3
EDUC 300 Introduction to Curriculum Planning and Practice			3
EDUC 302 Methods of Teaching Elementary Mathematics			2
EDUC 304 Methods of Teaching Elementary Science			2
EDUC 306 Methods of Teaching Elementary Social Studies			2
EDUC 310 Methods of Teaching Integrated Creative Arts			2
EDUC 334 Methods of Teaching Integrated Language Arts			3
EDUC 335 Fundamental & Corrective Strategies in Elementary Reading Program			3
EDUC 336 Integrated Field Experience			1
EDUC 351 Diversity and Technology in the Classroom			3
EDUC 353 Health Enhancement for Elementary Education			2
EDUC 376 Assessment in Education			3
EDUC 380 Classroom Environment and Management			3
EDUC 400 Elementary Teaching Practicum and Seminar			12
OR			
EDUC 475 Elementary and Secondary Teaching Practicum and Seminar			12
EDUC 430 Integrating Content Across the Curriculum			2
EDUC 448 Reading Materials for the Elementary Child			2
EDUC 455 Advanced Practicum in Education*			3
HPE 235 Principles of Health & Wellness			3
HSTA 255 Montana History (CAT IV)			3
LIT 110 Introduction to Literature (CAT VI)			3
M 121 College Algebra (CAT II)			3
M 130 Mathematics for Elementary Teachers I			3
NAS 310 Native Cultures of North America OR NAS 330 American Indian Oral Tradition (CAT V)			3
PHSX 105 Fundamentals of Physical Science and PHSX 106 Fundamentals of Physical Science Lab (CAT III)			4
PSCI 210 Introduction to American Government (CAT IV)			3
PSYX 230 Developmental Psychology (CAT IV)			3
SPCH 142 Interpersonal Communications (CAT I)			3
WRIT 101 College Writing I (CAT I)			3
Major/Minor/Electives (fill in below) (Please attach minor program sheet if using a minor.)			30
		<b>Total</b>	

Course Prefix	#	Course Title	Gen-Ed Credits	Degree Credits
<u>BIOB</u> , or <u>CHEM</u> , or <u>CHMY</u> , (CAT III Lab Science)			4	4
EDU 370 Integrating Technology into Education (CAT VII)			3	3
EDPY 215 Introduction to Education Psychology				3
EDPY 350 Education and Psychology Exceptional Children				3
EDUC 100 Foundations of Education				3
EDUC 300 Introduction to Curriculum Planning and Practice				3
EDUC 302 Methods of Teaching Elementary Mathematics				2
EDUC 304 Methods of Teaching Elementary Science				2
EDUC 306 Methods of Teaching Elementary Social Studies				2
EDUC 310 Methods of Teaching Integrated Creative Arts				2
EDUC 334 Methods of Teaching Integrated Language Arts				3
EDUC 335 Fundamental & Corrective Strategies in Elementary Reading Program				3
EDUC 336 Integrated Field Experience				1
EDUC 351 Diversity and Technology in the Classroom				3
EDUC 353 Health Enhancement for Elementary Education				2
EDUC 376 Assessment in Education				3
EDUC 380 Classroom Environment and Management				3
EDUC 400 Elementary Teaching Practicum and Seminar				12
OR				
EDUC 475 Elementary and Secondary Teaching Practicum and Seminar				12
EDUC 430 Integrating IEFA Across the Curriculum				2
EDUC 448 Reading Materials for the Elementary Child				2
EDUC 455 Advanced Practicum in Education*				3
HPE 235 Principles of Health & Wellness				3
HSTA 255 Montana History (CAT IV)			3	3
<u>LIT 110</u> , or <u>LIT 210</u> , or <u>LIT 211</u> , or <u>LIT 223</u> , or <u>LIT 224</u> , or <u>LIT 230</u> , or <u>LIT 309</u> , or <u>LIT 382</u> , or <u>LIT 327</u> , (CAT VI)			3	3
M 121 College Algebra (CAT II)			3	3
M 130 Mathematics for Elementary Teachers I				3
<u>NAS 220</u> , or <u>NAS 250</u> , or <u>NAS 230</u> , or <u>NAS 310</u> , or <u>NAS 330</u> , or <u>NAS 350</u> , or <u>NAS 364</u> , (CAT V)			3	3
<u>AG 204</u> , or <u>ESCI</u> , or <u>GEO</u> , or <u>GPHY</u> , or <u>GSCI</u> , or <u>NSCI</u> , or <u>PHSX</u> , or <u>TSCI 110</u> , (CAT III)			3	3
PSCI 210 Introduction to American Government (CAT IV)			3	3
PSYX 230 Developmental Psychology				3
SPCH 142 Interpersonal Communications (CAT I)			3	3
WRIT 101 College Writing I (CAT I)			3	3
Major/Minor/Electives (fill in below) (Please attach minor program sheet if using a minor.)				
		<b>Total</b>	<b>31</b>	<b>97</b>

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



**Montana Board of Regents**  
LEVEL I REQUEST FORM

Item Number: XXX-XXXX+XXXXX Meeting Date: \_\_\_\_\_  
Institution: MSU-Northern CIP Code: \_\_\_\_\_  
Program Title: Elementary Education

Level I proposals are those that may be approved by the Commissioner of Higher Education or the Commissioner's designee. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board. The institution must file the request with the Office of the Commissioner of Higher Education by means of a memo to the Deputy Commissioner for Academic and Student Affairs, by no later than five weeks prior to the final posting date for the next scheduled meeting of the Board. The Deputy Commissioner will review the proposal and respond to the proposing campus with any questions or concerns within one week, allowing the proposing campus one week to respond before the Item is posted for the BOR scheduled meeting.

**X A. Level I (place an X for all that apply):**

Level I proposals include campus initiatives typically characterized by (a) minimal costs; (b) clear adherence to approved campus mission; and (c) the absence of significant programmatic impact on other institutions within the Montana University System and Community Colleges. For Level I actions on degree programs or certificates, the process must begin when the proposing campus posts its intent on the MUS academic planning web site.

- 1. Re-titling existing majors, minors, options and certificates
- 2. Adding new minors or certificates where there is a major (Submit with completed Curriculum Proposals Form)
- 3. Adding new minors or certificates where there is an option in a major (Submit with completed Curriculum Proposals Form)
- 4. Departmental mergers and name changes
- 5. Program revisions (Submit with completed Curriculum Proposals Form)
- 6. Distance or online delivery of previously authorized degree or certificate programs
- 7. Placement of program into moratorium (No Program Termination Checklist at this time – document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 8. Filing Notice of Intent to Terminate/Withdraw existing majors, minors, options, and certificates (No Program Termination Checklist at this time)
- 9. Terminate/withdraw existing majors, minors, options, and certificates (Submit with completed Program Termination Checklist)

## Montana Board of Regents

### LEVEL I REQUEST FORM

#### B. Level I with Level II documentation:

With Level II documentation circulated to all campus chief academic officers in advance, the Deputy Commissioner or designee may propose additional items for inclusion in the Level I process. For these items to move forward, the Deputy Commissioner or designee must reach consensus with the chief academic officers. When consensus is not achieved, the Deputy Commissioner or designee will move the item to the Level II review process.

     1. Options within an existing major or degree (Submit with completed Curriculum Proposals Form);

     2. Eliminating organizational units within larger institutions such as departments, divisions and colleges or schools with the exception of the Colleges of Technology where changes require Board action (Submit with completed Curriculum Proposals Form)

     3. Consolidating existing programs and/or degrees (Submit with completed Curriculum Proposals Form)

#### C. Temporary Certificate or A.A.S. degree programs

Certificate or Associate of Applied Science Degree Programs may be submitted as Level I proposals, with memo and backup documentation, when they are offered in cooperation with and /or at the request of private or public sector partners and the decision point to offer the program is not consistent with the regular Board of Regents program approval process. Level I approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the normal program approval process as Level II Proposals.

All other Level I Certificate or Associate Degree programs may be placed on submission at any Board of Regents meeting. They will be placed on action agendas at subsequent meetings. All campuses agree to insure that all other campuses receive program information well in advance of submission.

#### D. Campus Certificates

Although certificate programs of 29 credits or fewer may be implemented by the individual campuses without approval by the board of regents, those certificates do need to be reported to the office of the commissioner of higher education and listed on the Montana University System's official degree and program inventory. These Level I proposals will be listed as information items at the next regular meeting of the board.

#### Specify Request:

The elementary education program would like to change the specific requirements for their specified General Education courses. The hope is that this will make it easier to accept transfer students. The courses that would be accepted will still meet PEPP Standards but a wider range of course would be taken into consideration.