

Level 2
 Approved
 Modified
 6/11/11

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 # <u>10-15</u>	Title: <u>Business Changes Proposal</u>
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(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)

Dual listing of Bus state + math
 Date 3-11-11
of course history

Received by ACAD Senate

3-11-11

Forwarded to Gen Ed Committee

Approved _____ Disapproved _____

Signature _____ Date _____

Returned to ACAD Senate

Forwarded to Curriculum Committee

3-22-11

Approved [Signature] Disapproved _____

Signature [Signature] Date [Signature]

Returned to ACAD Senate

4-15-11

Forwarded to Graduate Council

Approved _____ Disapproved _____

Signature _____ Date _____

Returned to ACAD Senate for Vote

4-19-11

Approved [Signature] Disapproved _____

Signature _____ Date 4-27-11

Forwarded to Provost for Approval/Disapproval

4-27-11

Approved [Signature] Disapproved 4-28-11

Signature [Signature] Date _____

Forwarded to Chancellor for Approval/Disapproval

Approved [Signature] Disapproved _____

Signature [Signature] Date 5.3.11

Copies sent to originating college and _____

Updated 09/10/09

*Business Administration
 Business Technology Minor
 Marketing Minor*

PROGRAM/DEGREE REVISION FORM

NEW DROPPED MAJOR REVISION FOR INFORMATION ONLY

College COTS Program Area Business Date 11/16/10

Submitter L. Wilke Dean G. Kegel *[Signature]* Date 3.15.2011

Signature

Signature (indicates "college" level approval)

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

Dual list STAT 216 along with BUS 250 to satisfy the Business Statistics program requirement. Update course numbers to match FLOC numbers. Change the semester in which BUS 350 and BUS 332 are taught F2F. Number change from BUS 341 to BUS 441 only.

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: Administrative Changes to the Business Administration Program Sheet

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

Course Prefix	#	Course Title	Credits
FRESHMAN YEAR			
Fall			
ENGL	112	Cat I - Communications	3
		Cat VI - Humanities/Fine Arts	3
BUS	110	Creative Problem Solving	3
		Elective	3
Spring			
MATH	112	College Algebra	3
		Cat I - Communications	
		Cat III - Natural Science	3/4
		Cat IV - History/Social Science	3
BUS	120	Leadership	3
SOPHOMORE YEAR			
Fall			
ACCT	261	Principles of Accounting I	3
BUS	250	Business Statistics	3
ECON	241	Microeconomics (Cat IV) OR	3
ECON	242	Macroeconomics (Cat IV)	
		Cat VII - Technology	3
		Cat III - Natural Science	3/4
		Minor	3
Spring			
ACCT	262	Principles of Accounting II	3
BUS	271	Legal Environment of Business	3
		Category V - Cultural Diversity	3
		Category VI - Humanities/Fine Arts	3
		Minor	3
JUNIOR YEAR			
Fall			
BUS	300	Management in Organizations	3
BUS	350	Financial Management	3
BUS	335	Principles of Marketing	3
		Minor	3
		Minor	3
Spring			
BUS	332	Human Resource Management	3
BUS	341	Advanced Marketing Applications	3
BUS	380	Operations Management	3
		Minor	3
		Minor	3

**Proposed Program
for 11-12 Catalog**

Course Prefix	#	Course Title	Gen-Ed Credits	Degree Credits
FRESHMAN YEAR				
Fall				
WRIT	101	Cat I - Communications	3	
		Cat VI - Humanities/Fine Arts	3	
BUS	110	Creative Problem Solving		3
		Elective		3
Spring				
M	121	College Algebra	3	
		Cat I - Communications	3	
		Cat III - Natural Science	3/4	
		Cat IV - History/Social Science	3	
BUS	120	Leadership		3
SOPHOMORE YEAR				
Fall				
ACTG	201	Principles of Financial Accounting		3
BUS	250	Business Statistics OR		3
STAT	216	Intro to Statistics		
ECNS	201	Microeconomics (Cat IV) OR	3	
ECNS	202	Macroeconomics (Cat IV)		
		Cat VII - Technology	3	
		Cat III - Natural Science	3/4	
		Minor		3
Spring				
ACTG	202	Principles of Managerial Accounting		3
BUS	271	Legal Environment of Business		3
		Category V - Cultural Diversity	3	
		Category VI - Humanities/Fine Arts	3	
		Minor		3
JUNIOR YEAR				
Fall				
BUS	300	Management in Organizations		3
BUS	332	Human Resource Management		3
BUS	335	Principles of Marketing		3
		Minor		3
		Minor		3
Spring				
BUS	350	Financial Management		3
BUS	441	Advanced Marketing Applications		3
BUS	380	Operations Management		3
		Minor/Elective		3
		Minor/Elective		3

Not clear what classes are O #'s - 7
(7) + (2) Acct 201 - 7 Acct 261 + Econ 262
(?) + (2) " 202

Course Prefix	#	Course Title	Credits
SENIOR YEAR			
Fall			
BUS	410	International Business	3
BUS	405	Ethics in Management & Technology	3
BUS	430	Senior Project	3
BUS	450	Business Senior Seminar	3
		Minor	3
Spring			
BUS	406	Management Information Systems	3
		Minor	3
		Minor	3
		Minor	3
		Elective	3
		Total	118

Course Prefix	#	Course Title	Gen-Ed Credits	Degree Credits
SENIOR YEAR				
Fall				
BUS	365	International Business		3
BUS	405	Ethics in Management & Technology		3
BUS	450	Business Senior Seminar		3
		Minor/Elective		3
		Elective		2 or 3
Spring				
BUS	406	Management Information Systems		3
		Minor/Elective		3
		Minor/Elective		3
		Minor/Elective		3
		Elective		3
		Total	33/34	87

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

Updated 02/03/11

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: XXX-XXXX+XXXXX Meeting Date: _____
Institution: MSU-Northern CIP Code: _____
Program Title: Business Technology Minor

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:

Montana Board of Regents
LEVEL I REQUEST FORM

Item Number: XXX-XXXX+XXXXX

Meeting Date: _____

Institution: MSU-Northern

CIP Code: _____

Program Title: Marketing Minor

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___ 4. Departmental mergers and name changes

X 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)

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Montana Board of Regents

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Specify Request:

COURSE REVISION FORM

NEW _____ DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY X

College COTS Program Area Business Date _____

Submitter L. Wilke Dean G. Kegel Date 3-18-2011
Signature Signature (indicates "college" level approval)

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

This course is being utilized as the primary assessment course for the Marketing Minor and for the marketing strand within the Business Administration major. The number change will reflect this course as the "capstone" course for the marketing minor.

Please provide the following information:

College: COTS

Program Area: Business

Date:

Course Prefix & No.: BUS 341 – Change to BUS 441

Course Title: Advanced Marketing Applications

Credits: 3

Required by: Business Administration Major
Marketing Minor

Selective in:

Elective in:

General Education:

Lecture: 3

Lecture/Lab:

Gradable Lab:

Contact hours lecture: 45

Contact hours lab:

Current Catalog Description (include all prerequisites):

This course is a marketing applications course that adds depth to student understanding of marketing concepts. The course uses the case study approach, a comprehensive marketing project, and a marketing simulation that requires the application of concepts learned in the Principles of Marketing class. Case studies that apply directly to the four P's of Marketing (Product, Price, Place, Promotion) will be used to emphasize pertinent concepts and procedures used in the marketing of products and services. The project and the simulation require the synthesis of all marketing knowledge to application situations.

Prerequisite: BUS 335

Proposed or New Catalog Description (include all prerequisites):

No change

Course Outcome Objectives:

1. The ability to examine a market scenario and develop a market segmentation plan complete with a description of the buyer behaviors related to the products offered.
2. The ability to present an analysis of the industry in which the company operates and describe the major competitor actions within that industry.
3. The ability to identify major opportunities and obstacles faced in an international market.
4. The ability to identify market aspects that apply directly to the product itself.
5. The ability to identify market aspects that revolve around the pricing of the product.
6. The ability to identify and recommend promotional activities relating to the product relevant to the specific industry in which the company operates.
7. The ability to identify product distribution opportunities and challenges.
8. The ability to discuss and recommend ethical and socially responsible actions relevant to the marketing of the product.

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

Updated 02/05/11

COURSE REVISION FORM

NEW X DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College COTS Program Area Business Date _____

Submitter L. Wilke Dean G. Kegel  Date 3.18.2011
Signature (indicates "college" level approval)

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

To add a class to the Marketing minor specifically designed to focus on new directions in marketing.

Please provide the following information:

College: COTS

Program Area: Business

Date:

Course Prefix & No.: BUS 3XX

Course Title: Marketing Trends

Credits: 3

Required by: Marketing Minor

Selective in:

Elective in:

General Education:

Lecture:

Lecture/Lab:

Gradable Lab:

Contact hours lecture: 45

Contact hours lab:

Current Catalog Description (include all prerequisites):

None

Proposed or New Catalog Description (include all prerequisites):

This advanced marketing course builds on the basic marketing course (BUS 335) in that it will teach students to understand how the field of Marketing is changing, and how the impact of this evolutionary process will change the practice of marketing on a daily basis. The focus of the class will be to understand and apply new concepts, ideas and technologies to the world of business in the 21st century.

Course Outcome Objectives:

- 1) The student will understand the major changes that are occurring in the marketing discipline.
- 2) The student will be able to understand the consequences of the changes in the marketing system and general environment.
- 3) The student will be able to analyze and determine the best use of new concepts, ideas and technology for the organization.

and facilities). Please note: approval does not indicate support for new faculty or additional resources.

Updated 2/15/11