

ACADEMIC SENATE PROPOSAL TRACKING SHEET
(Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)

Proposal # 13-9	Title: Associate of Science Program of Study in Business Technology – Major Revision
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(Proposal explanation, submitter and college dean signatures on attached program/degree or course revision form.)

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 or General Education Inclusion form) to the Academic Senate Secretary. **NOTE: Level 1 or Level 2 forms must be submitted concurrent with this proposal where applicable. For Education proposals, PEU approval must be received prior to forwarding the proposal to the Senate.**
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. A transmittal e-mail will be sent to the Recording Secretary of the receiving committee, cc Provost's Administrative Assistant, by the Academic Senate Secretary. A digital copy of the proposal will be linked on the Academic Senate Proposal page by the Academic Senate Secretary.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is returned to the Academic Senate Secretary for forwarding 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, via the Academic Senate, when a proposal is disapproved and the proposal is returned to the originator. Upon completion of committee action, the proposal will be returned to the Academic Senate Secretary, and a transmittal e-mail sent by the Committee Recorder to the Senate Secretary, cc Provost's Administrative Assistant.
4. The Academic Senate considers the proposal and recommends approval or disapproval. If approved, the proposal is forwarded to the Provost for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration, utilizing the procedures set forth in the Senate Bylaws. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. Approved proposals will be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor. From this point forward, the Provost's Administrative Assistant will update the Proposal page on the website by contacting the webmaster.
7. The Chancellor approves or disapproves the proposal.
8. The proposal will then either be implemented or referred to MSU for further action. The tracking page on the Provost site will be updated as required.

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/senate/proposals.htm>

Documentation and forms for the curriculum process is also available on the web page:
<http://www.msun.edu/admin/provost/forms.htm>

*******(If a proposal is disapproved at any level, it is returned through the Academic Senate secretary and the Senate President, to the Dean of the submitting college who then notifies the originator.**

See back for tracking form

	Date	Action Taken	Signature	Date	Comments/Reason for Disapproval	Sent to	Date	Transmittal E-mail sent
*Abstract received by Senate Secretary		Copy to Senate President. Forward to Provost.						
*Provost		<input type="checkbox"/> Abstract Approved <input type="checkbox"/> Disapproved						
Received by Senate Secretary	11/07/13	Tracking form initiated	<i>Senides Caven</i>	<i>11-7-13</i>		Gen Ed	11/12/13	11/12/13
General Education Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Curriculum Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Academic Senate		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Chancellor		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
NWCCU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		Advise originating college and Academic Senate of status. Update Web page.						
Registrar		Catalog/Policy Manual Update						

NOTE: The secretary of the Academic Senate will update the Academic Senate Proposal web page from initial receipt until the proposal reaches the Provost. The Provost's Administrative Assistant will ensure that the current status of each proposal is maintained on the Academic Senate Proposal web page from that point forward. ***Abstract and pre-approval required for new programs ONLY.**

PROGRAM/DEGREE REVISION FORM

NEW DROPPED MAJOR REVISION FOR INFORMATION ONLY

College COTS Program Area Business Date 10/1/2013

Submitter Barbara Zuck Dean  Date 11.7.2013

Signature

Signature (indicates "college" level approval)

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

Require students to take CAPP 151: MS Office for the General Education Category VII Technology. CAPP 151 is currently listed as a degree requirement.

Require students to take ECNS 201 or ECNS 202 for the General Education Category IV. ECNS 201 or ECNS 202 is currently listed as a degree requirement.

Eliminate BFIN 205: Personal Finance as a degree requirement. This course is not required for a BS: Business Administration degree. If a student was interested in Personal Finance, BFIN 205 and wanted to earn a BS: Business Administration degree, s/he could take BFIN 205 as an Advisor Approved Elective.

Add CAPP 266: Advanced MS Excel Applications and CAPP 158: MS Access as a degree requirement. CAPP 266 will replace BFIN 205: Personal Finance. CAPP 158 will replace the "Elective" course.

CAPP 266 and CAPP 158 will allow students to gain more skills in technology which supports the Program Title "Program of Study in Business Technology" and integrates CIS courses into the business program. CAPP 266 and CAPP 158 will prepare students for the workforce, as databases are used in numerous types of business. CAPP 266 and CAPP 158 will better prepare a student for the BS Business Administration degree if he/she decides to further his/her education, as numerous required courses in the four-year degree program use databases (Statistics; Management Information Systems, Business Finance, Operations Management, etc).

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 Associate of Science Program of Study in Business Technology

Lourdes Caven

From: Larry Strizich
Sent: Tuesday, November 05, 2013 3:13 PM
To: Lourdes Caven
Cc: Greg Kegel
Subject: Business AS changes -

Follow Up Flag: Follow up
Flag Status: Completed

We have received 13 of 25 approving votes – this proposal has been approved by the faculty of the COTS and can be forwarded to the senate after the Dean approves.

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