

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

Proposal # <u>13-10</u>	Title: <u>AUTHORITY TO OFFER CIS MINOR ONLINE</u>
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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	Trans: al 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	11-20-13	Tracking form initiated	Landes Carson	11-20-13		Curriculum	11-20-13	11-20-13
General Education Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Curriculum Committee (if applicable)		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	By ML C...	1-22-14				
Academic Senate	1-23-14	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Steven Dan	2-11-14				
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost	2-18-14	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Wm. J. Ruff	2-19-14		Chancellor	2-19-14	
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	M. L. ...	2-20-14				
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.**  
Academic Senate Form 1 (Revised 3/21/2012)

# Montana Board of Regents

## LEVEL I REQUEST FORM

Item Number: XXX-XXXX+XXXXX Meeting Date: \_\_\_\_\_

Institution: MSU-Northern CIP Code: \_\_\_\_\_

Program Title: Computer Information Systems 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:**

Request authority to offer our present Accounting Minor online.

## Lourdes Caven

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**From:** Lourdes Caven  
**Sent:** Thursday, November 07, 2013 12:47 PM  
**To:** Andrew Johnson; Barbara Zuck; Bruce Mansfield; Byron Ophus; Dustin Falk; Greg Kegel; Gregory Clouse; James Kirkpatrick; Jay Howland; Jeremy Hofman; Jeremy Siemens; Kevin Carlson; Kevin Johnson; Krista Milligan; Lanny Wilke; Larry Strizich; Lorren Schlotfeldt; Mary Brown; Mary Verploegen; Paul Dettmann; Rodney Ridenour; Steven Don; Thomas Welch; Trygve "Spike" Magelssen; Virgil Hawkinson; Wane Boysun; William Danley; William Taylor  
**Subject:** RE: Online Delivery Request for CIS Minor

**Tracking:**

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Recipient	Response
Andrew Johnson	
Barbara Zuck	Approve: 11/7/2013 12:49 PM
Bruce Mansfield	
Byron Ophus	Approve: 11/8/2013 9:06 AM
Dustin Falk	Approve: 11/7/2013 12:54 PM
Greg Kegel	APPROVED 11.20.2013 Gregory D. Kegel
Gregory Clouse	
James Kirkpatrick	
Jay Howland	Approve: 11/7/2013 1:07 PM
Jeremy Hofman	Approve: 11/7/2013 12:48 PM
Jeremy Siemens	
Kevin Carlson	
Kevin Johnson	Approve: 11/8/2013 10:38 AM
Krista Milligan	Approve: 11/12/2013 8:23 AM
Lanny Wilke	Approve: 11/7/2013 1:13 PM
Larry Strizich	Approve: 11/7/2013 1:18 PM
Lorren Schlotfeldt	
Mary Brown	
Mary Verploegen	Approve: 11/12/2013 9:34 AM
Paul Dettmann	
Rodney Ridenour	Approve: 11/7/2013 12:50 PM
Steven Don	Approve
Thomas Welch	
Trygve "Spike" Magelssen	Approve: 11/7/2013 2:56 PM
Virgil Hawkinson	
Wane Boysun	Approve: 11/7/2013 2:38 PM
William Danley	Approve: 11/7/2013 4:57 PM
William Taylor	

I apologize I forgot to add the voting buttons.

**From:** Lourdes Caven

**Sent:** Thursday, November 07, 2013 11:59 AM

**To:** Andrew Johnson; Barbara Zuck; Bruce Mansfield; Byron Ophus; Dustin Falk; Greg Kegel; Gregory Clouse; James Kirkpatrick; Jay Howland; Jeremy Hofman; Jeremy Siemens; Kevin Carlson; Kevin Johnson; Krista Milligan; Lanny Wilke; Larry Strizich; Lorren Schlotfeldt; Lourdes Caven; Mary Brown; Mary Verploegen; Paul Dettmann; Rodney Ridenour; Steven Don; Thomas Welch; Trygve "Spike" Magelssen; Virgil Hawkinson; Wane Boysun; William Danley; William Taylor

**Subject:** Online Delivery Request for CIS Minor

Please see the attached level one request. Use the voting buttons above if you approve or reject. Thank you

*Lourdes Caven*

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