## ACADEMIC SENATE PROPOSAL TRACKING SHEET

(Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)

Proposal # 14-4	Title: A.S. Program of Study in Business Administration Change
(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.
- 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 -- <a href="http://www.msun.edu/admin/provost/senate/proposals.htm">http://www.msun.edu/admin/provost/senate/proposals.htm</a>

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

\*\*\*\*\*(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.

DEC 1 9 2014

OFFICE OF THE PROVOST
MSU NORTHERN

	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		☐ Abstract Approved ☐ Disapproved						
Received by Senate Secretary	11-24-14	Tracking form initiated	Erudes Care	n (1-24-H		Curriculus	n 11-25-14	
General Education Committee (if applicable)		Approved  Disapproved	7					
Curriculum Committee (if applicable)		<ul><li>☑ Approved</li><li>☑ Disapproved</li></ul>	byom Got	11-25-14		Senate	11-25-14	
Academic Senate	11-25-14	Approved  Disapproved	Come Select	12-9-14		Provost	12-15-1	4
Full Faculty (if necessary)		☐ Approved ☐ Disapproved						
Provost	12-19-14	Approved  Disapproved	Wm. J. Rugg	12-23-19		Gundr	12-23-4	
Chancellor	12.24.14	Approved  Disapproved	Wm. J. Rugg Dugny O. Yayal	12-24-14		MSU	12-24-14	
MSU		☐ Approved ☐ Disapproved						
BOR		☐ Approved ☐ Disapproved						
NWCCU		☐ Approved ☐ Disapproved						
Provost		Advise originating college and Academic Senate of status. Update Web page.						
Registrar		Catalog/Policy Manual Update			page from initial receipt up			

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)

## PROGRAM/DEGREE REVISION FORM

NEW_	DROPPED	MAJOR REVIS	ION FOR INFORMATION	NONLY_X_
College	COTS	Program Area_	Business	Date <u>8/21/14</u>
Submitter_		Dean .		Date_11/20/17
	Signature		Signature (indicates "college" level approval)	
Please prov	ide a brief explanat	tion & rationale for	the proposed revision(s).	
To provide s	students a choice bet	ween personal financ	e or an additional computer class.	

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 A.S. - Program of Study in Business Administration Change

## Current Program listed in 14-15 Catalog

Course Title Credits **BGEN** 112 Creative Problem Solving 3 **BGEN** 105 Intro to Business CAPP 151 MS Office Category II (Math) 3 Category I (Comm.) 3 Category VIII (Hum) 3 **BGEN** 110 Applied Business Leadership 3 Category I (Comm) 3 Category III (Nat Sci) 4/3 Category IV (Hist/Soc Sci) ACTG 201 Principles of Financial Accounting 3 **BGEN** 253 Business Statistics & Research 3 **ECNS** 201 Principles of Microeconomics (Cat IV) 3 Category III (Nat Sci) 3 Category VII (Technology) 3 202 ACTG Principles of Managerial Accounting **BFIN** 205 Personal Finance 3 **BGEN** 235 Business Law 3 Category VI (Hum/Fine Arts) 3 Category V (Cultural Diversity) 3

Proposed Program for 15-16 Catalog

Course			Gen-Ed	Degree
Prefix	#	Course Title	Credits	Credits
BGEN	112	Creative Problem Solving		3
BGEN	105	Intro to Business		3
CAPP 151		MS Office		3
		Category II (Math)	3	
		Category I (Comm.)	3	
	1	Category VIII (Hum)	3	
BGEN	110	Applied Business Leadership		3
		Category I (Comm)	3	
		Category III (Nat Sci)	4/3	
		Category IV (Hist/Soc Sci)	3	
ACTG	201	Principles of Financial Accounting		3
BGEN	253	Business Statistics & Research		3
	201	Principles of Microeconomics (Cat IV)	3	
		Category III (Nat Sci)	3	
		Category VII (Technology)	3	
ACTG	202	Principles of Managerial Accounting		3
BGEN	235	Business Law		3
		Category VI (Hum/Fine Arts)	3	
		Category V (Cultural Diversity)	3	
	11	Choose one (1) of the following:		
BFIN	205	Personal Finance		3
		OR		-1.4
CAPP	266	Advanced MS Excel Applications		3
		Total	33	27

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

60

Both classes are already being offered.

Total

Course Prefix