

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

<b>Proposal # 14-9</b>	<b>Title: Bachelor of Applied Science – Trades Management</b>
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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.
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	04/02/15	Tracking form initiated	Lourdes Caven	04/02/15				
General Education Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Curriculum Committee (if applicable)	4-27-15	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	4-27-15				
Academic Senate	4-28-15	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	5-27-15		Provost	5-27-15	
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	6-25-15				
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	6-25-2015		Back to Provost	6-25-15	
MSU	8-3-15 Sept 2015 BOR	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
BOR		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	at March 4, 2016 BOR meeting			NWCCU		
NWCCU		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Via letter	May 2016	Both program & online delivery			
Provost		Advise originating college and Academic Senate of status. Update Web page.	Fall 2016					
Registrar		Catalog/Policy Manual Update	Fall 2016					

**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**  
**ACADEMIC PROPOSAL REQUEST FORM**

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

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

Program Title: Bachelor Of Applied Science – Trades Management

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic, Research and Student Affairs Handbook](#).

**A. Notifications:**

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

**1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

**1b. Withdrawing a program from moratorium**

**2. Intent to terminate an existing major, minor, option or certificate – Step 1** (Phase I Program Termination Checklist)

**3. Campus Certificates (CAS/AAS)-Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**

**4. BAS/AA/AS Area of Study**

**B. Level I:**

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

**1. Re-titling an existing major, minor, option or certificate**

**2. Adding a new minor or certificate where there is a major or an option in a major** (Curriculum Proposal Form)

**3. Merging or re-titling a department**

**4. Revising a program** (Curriculum Proposal Form)

**5. Distance or online delivery of an existing degree or certificate program**

**6. Terminating an existing major, minor, option or certificate – Step 2** (Completed Program Termination Checklist and updated catalog)

**Temporary Certificate or AAS Degree Program**



**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

**C. Level I with Level II Documentation:**

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

\_\_\_ 1. Adding an option within an existing major or degree (Curriculum Proposal Form)

\_\_\_ 2. Consolidating existing programs and/or degrees (Curriculum Proposal Form)

**D. Level II:**

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

\_\_\_ 1. Re-titling a degree (ex. From B.A. to B.F.A) (Curriculum Proposal Form)

\_\_\_ 2. Adding a new minor or certificate where there is no major or option in a major (Curriculum Proposal Form)

\_\_\_ 3. Establishing a new degree or adding a major or option to an existing degree (Curriculum Proposal Form)

\_\_\_ 4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit (Curriculum Proposal Form or Center Proposal Form)

\_\_\_ 5. Re-titling a college, division, school department, institute, bureau, center, station, laboratory or similar unit (Curriculum Proposal Form or Center Proposal Form)

**Specify Request:**

Notification of intent to update the BAS degree to include a Trades Management area of study.

Request authorization to offer the BAS – Trades Management online (all upper-level required classes are presently offered online as part of the Business Administration B.S.).

There are approximately 25 trades-related AAS degrees offered by institutions of the Montana University System and an additional 3 degrees offered by Tribal Colleges in the state. This BAS area of study would provide an avenue for graduates with those AAS degrees to pursue a related bachelor degree.

A student entering this program will have completed an AAS degree in plumbing, electrical, construction trades, building trades, carpentry, construction technology, culinary arts, electronics technology, energy technology, industrial machine technology, machine tool technology, metals technology, sheet metal technology, surveying, sustainable energy technology, or welding technology from any member of the Montana University System or from those Montana tribal colleges with which we have articulated.

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

We believe this to be a workforce development initiative that moves our Montana students toward meeting the Governor's workforce development goals.

Trades Mgt

**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

**1. Overview**

Students who receive AAS degrees in the trades (plumbing, electrical, carpentry, metals technology, etc.) have few options should they wish to pursue a bachelor's degree. Additionally, practitioners in the various trades often desire, later in their careers, to move into management positions. This proposal provides options for both audiences. Request authorization to offer an option to our BAS degree in Trades Management and to offer the BAS – Trades Management online (all upper-level required classes are presently offered online as part of the Business Administration B.S.).

**2. Provide a one paragraph description of the proposed program. Be specific about what degree, major, minor or option is sought.**

Students entering this program will have completed an AAS degree in plumbing, electrical, construction trades, building trades, carpentry, construction technology, culinary arts, electronics technology, energy technology, industrial machine technology, machine tool technology, metals technology, sheet metal technology, surveying, sustainable energy technology, or welding technology from any member of the Montana University System or from those Montana tribal colleges with which we have articulated.

They will be required to complete additional general education classes, as well as upper division Business Administration courses, leading to a Bachelor of Applied Science in Trades Management.

**3. Need**

**A. To what specific need is the institution responding in developing the proposed program?**

There are approximately 25 trades-related AAS degrees offered by institutions of the Montana University System and an additional 3 degrees offered by Tribal Colleges in the state. This BAS area of study would provide an avenue for graduates with those AAS degrees to pursue a related bachelor degree.

This proposal also helps satisfy requirements of the TAACCT III and TAACCT IV grants.

**B. How will students and any other affected constituencies be served by the proposed program?**

A student entering this program will have completed an AAS degree in plumbing, electrical, construction trades, building trades, carpentry, construction technology, culinary arts, electronics technology, energy technology, industrial machine technology, machine tool technology, metals technology, sheet metal technology, surveying, sustainable energy technology, or welding technology from any member of the Montana University System or from those Montana tribal colleges with which we have articulated. This proposed option to the Northern Bachelor of Applied Science degree will provide those students with an avenue to achieve a bachelor degree and upward mobility in their chosen career field.

We believe this to be a workforce development initiative that moves our Montana students toward meeting the Governor's development goals.



Montana Board of Regents  
CURRICULUM PROPOSAL FORM

C. What is the anticipated demand for the program? How was this determined?

Ideally, we would desire that the demand for this degree option would be significant, but the real payoff is that it offers the students of our AAS-granting institutions options that they otherwise would not have. There is no additional cost to provide this option to our students.

4. Institutional and System Fit

A. What is the connection between the proposed program and existing programs at the institution?

Northern is the only 4-year university in the state that is fortunate enough to offer both Business Administration courses and AAS degrees in the trades. This proposal will benefit both areas in terms of enrollment and providing opportunities to those trade professionals who, we believe, have somewhat limited opportunities for higher education.

B. Will approval of the proposed program require changes to any existing programs at the institution? If so, please describe.

No.

C. Describe what differentiates this program from other, closely related programs at the institution (if appropriate).

There are none.

D. How does the proposed program serve to advance the strategic goals of the institution?

There are two primary strategic goals addressed by this proposal: Increasing responsiveness to workforce development needs by expanding and developing programs in high demand fields in the state, and Increasing degrees and certificates awarded in high-demand occupational fields. Additionally, in the 2005 and 2007 legislative sessions, the Montana Legislature appropriated funds specifically aimed at increasing the availability of distance learning in the Montana University System. This proposal, then, also advances a MUS initiative.

We believe that this proposal also satisfies two additional MUS Strategic initiatives: **Goal 1: Access & Affordability**

Increase the overall educational attainment of Montanans through increased participation, retention and completion rates in the Montana University System; and **Goal 2: Workforce & Economic Development** Assist in the expansion and improvement of the state's economy through the development of high value jobs and the diversification of the economic base.

E. Describe the relationship between the proposed program and any similar programs within the Montana University System. In cases of substantial duplication, explain the need for the proposed program at an additional institution. Describe any efforts that were made to collaborate with these similar programs; and if no efforts were made, explain why. If articulation or transfer agreements have been developed for the substantially duplicated programs, please include the agreement(s) as part of the documentation.

Montana Board of Regents  
CURRICULUM PROPOSAL FORM

There are no duplicates at this time.

**5. Program Details**

- A. Provide a detailed description of the proposed curriculum. Where possible, present the information in the form intended to appear in the catalog or other publications. NOTE: In the case of two-year degree programs and certificates of applied science, the curriculum should include enough detail to determine if the characteristics set out in Regents' Policy 301.12 have been met.**

Please see the attached program sheet.

- B. Describe the planned implementation of the proposed program, including estimates of numbers of students at each stage.**

Stage 1 – Develop articulation agreements with feeder programs Spring 16

Stage 1a – Develop brochures and provide those materials to the feeder schools. Spring 16

Stage 1b – Provide information and training to our Northern recruiters regarding the program. Spring 16

Stage 2 – Visit each feeder school to provide information and to recruit interested students. Spring 16/Fall 16

Stage 3 – Continue to market the program and recruit students into the degree. Continuing

We would estimate having 10 students by the end of year one, and a minimum of 10 additional students the second year. We believe that through additional marketing, recruiting, and student success, those numbers should rise in subsequent years.

**6. Resources**

- A. Will additional faculty resources be required to implement this program? If yes, please describe the need and indicate the plan for meeting this need.**

Not at this time. Should enrollment increase dramatically, additional resources may be required at some point.

- B. Are other, additional resources required to ensure the success of the proposed program? If yes, please describe the need and indicate the plan for meeting this need.**

We believe that two initiatives will be necessary to help ensure the success of this program. First, we must develop articulation agreements with all 2-year and tribal colleges that offer feeder AAS degrees. Development of those agreements will begin immediately upon approval of this proposal. Second, marketing of the degree to AAS-seeking students, students who have graduated with their AAS degree, and to all apprentice programs in the state, will be necessary. We will use social media, brochures, etc. to market to students with AAS degrees. We will solicit the assistance of the Department of Labor to help inform those in the trades of this opportunity.

**7. Assessment**

**How will the success of the program be measured?**



**Montana Board of Regents**  
**CURRICULUM PROPOSAL FORM**

We believe that the success of this program can be measured in several ways. First of all, we hope that students knowing that then can earn their AAS degree, and then move on to achieve a bachelor's degree, online if they wish, will help increase enrollment in our 2-year and tribal colleges. A second indicator will be an increase in degrees awarded to students who have earned AAS degrees, leading to greater job opportunities in their field and a workforce prepared to lead into the future. A third indicator will be the degree to which this degree option attracts those apprentice and master-level careerists in the various trades to pursue higher education.

**8. Process Leading to Submission**

**Describe the process of developing and approving the proposed program. Indicate, where appropriate, involvement by faculty, students, community members, potential employers, accrediting agencies, etc.**

This proposal has been vetted at the department level, with all members of the business faculty voting in the affirmative. The proposal has also received input from the plumbing, electrical, agriculture, and automotive faculty in the college. The proposal was then sent to the full College of Technical Sciences for review, and received an affirmative vote. Prior to Academic Senate review and vote, the proposal was scrutinized by the General Education and the Curriculum committees of the Senate. Lastly, the proposal was forwarded to the Provost. In addition, feedback on the proposed degree option was sought from an area community college. They were very excited about the opportunities that this proposal would provide for their students. Their response was, "that's exactly what our students have been waiting for."

**Montana State University – Northern**  
**TRADES MANAGEMENT**  
**Bachelor of Applied Science Degree**  
**No Minor Required**

\_\_\_\_\_  
Student

**NOTE:** A student entering this program will have completed an AAS degree in plumbing, electrical, construction trades, carpentry, construction technology, culinary arts, electronics technology, energy technology, industrial machine technology, machine tool technology, metals technology, sheet metal technology, surveying, sustainable energy technology, or welding technology from any member of the Montana University System, or from those Montana tribal colleges, with which we have articulated. A maximum of 60 of those credits (including 9 required general education credits) will apply to this degree.

**REQUIRED COURSES**

Prefix	No.	Course Title	Substitute	Institution	Sem Taken	Yr	Cr	Grade
ACTG	410	Cost/Mngmt Accounting			F Sp Su		3	
BMGT	335	Management & Organization			F Sp Su		3	
BMGT	329	Human Resource Management			F Sp Su		3	
BMKT	325	Principles of Marketing			F Sp Su		3	
BMGT	422	Project Management			F Sp Su		3	
BFIN	322	Business Finance			F Sp Su		3	
BUS	348	Business Communication			F Sp Su		3	
BGEN	468	Contemp. Issues in Bus. Ethics			F Sp Su		3	
BMIS	311	Management Information Sys.			F Sp Su		3	
BMGT	322	Operations Management			F Sp Su		3	
CET	498	Cooperative Education			F Sp Su		3	
		Elective			F Sp Su		3	

**TOTAL CREDITS REQUIRED by the Program: 120**

**ADDITIONAL REQUIREMENTS:**

At least 20 of the total credits required for graduation must be at the 300/400 level. As designed, this program contains 36 upper division credits.  
Number of 300/400 level courses listed on papers and transcript: \_\_\_\_\_ 300/400 level credits

**TOTAL CREDITS:** Students must have 120 credits to earn a bachelor's degree according to Montana Board of Regents policy.

This student lists: \_\_\_\_\_ credits, according to the transcript  
\_\_\_\_\_ credits, on the first page of graduation papers  
\_\_\_\_\_ TOTAL CREDITS

**GPA:** Students graduating with a bachelor's degree must have a cumulative GPA of 2.0 and a GPA in the major of at least 2.5.

GPA REQUIREMENT FULFILLED: YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Dean, College of Technical Sciences

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

4/2/15



**General Education Requirements**

**Bachelor Degree Candidates Only**

Student's Name \_\_\_\_\_

**NOTE:** This form is to be typed or printed legibly. List all courses which fulfill the General Education Requirements.

**GENERAL EDUCATION CORE (33 SEMESTER CREDITS)**

<b>Category I: Communication (6 credits)</b>					
Prefix	No.	Course Title	Date Completed	Semester Credit	Grade
WRIT	101	Written Communication		3	
COMX	111	Speech OR		3	
COMX	115	Interpersonal Communication			
<b>Category II: Mathematics (3 credits)</b>					
M	121	College Algebra		3	
<b>Category III: Natural Sciences (One with Lab) (6 credits)</b>					
				3/4	
				3	
<b>Category IV: History/Social Sciences (6 credits)</b>					
ECNS	201 OR 202	Microeconomics or Macroeconomics		3	
				3	
<b>Category V: Cultural Diversity (3 credits)</b>					
BGEN	360	International Business		3	
<b>Category VI: Humanities/Fine Arts (6 credits)</b>					
				3	
				3	
<b>Category VII: Technology (3 credits)</b>					
				3	

The following courses **MAY NOT** be used to fulfill distribution requirements:

1. Courses required to fulfill General Education Core requirements.
2. Cooperative Education courses (courses numbered 279 or 479)
3. Courses with EDUC, GUID, or VOED prefixes.

\_\_\_\_\_  
Major Advisor's Signature

\_\_\_\_\_  
Date