

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

SEP 25 2018

Proposal # 18-01	Title: Community Leadership Major
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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.

	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	9/25/18	Tracking form initiated	D Bradley		forward	G. Sweeney	10/12/18	inner office
General Education Committee (if applicable)	11/14/18	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Gary S. Sweeney	11/14/18	forward	S. Reed	11/19/18	inner office
Curriculum Committee (if applicable)	11/20/18	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	John P.		forward	M. Seiffert	12/1/18	inner office
Academic Senate	12/11/18	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Seiffert		forward	J. Bond	12/19/18	inner office
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.

CEASN PROPOSAL TRACKING SHEET

(Document to Be Originated By CEASN Secretary)

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms) to the CEASN Administrative Assistant.
2. The CEASN Administrative Assistant forwards them to the appropriate CEASN Committee.

Proposal Number: # 03	Title: Community Leadership Major
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Date

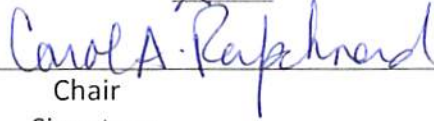
Received by CEASN Administrative Assistant

9.21.18

Forwarded to CEASN College Meeting

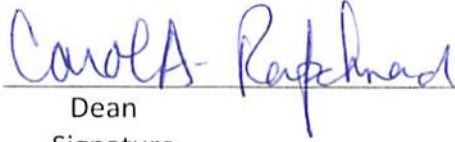
9.24.18

Approved Disapproved


 Chair Signature 9-25-18
Date

Returned to CEASN Administrative Assistant

Forwarded to Dean for Signatures


 Dean Signature 9-25-18

Returned to CEASN Administrative Assistant

9.25.18

Forwarded to Professional Education Unit

No

Approved Disapproved

Signature Date

Returned to CEASN Administrative Assistant

9.25.18

Forwarded to Academic Subcommittees

10.2.18



MONTANA STATE UNIVERSITY NORTHERN

Academic Senate Tracking Sheet Correction Form

Date: 10/08/2018

Proposal #: # 18-01

Title: Community Leadership Major

Brief description of the correction to be made (if more space is needed use the back of the sheet):

The Program/Degree revision form was not
fill out as it should be. Additional printout
from web ~~page~~ provided but does not summarize
on one sheet for easy review.

Name of Person making the correction: Gary L. Succaw

Phone # (if more information is needed): _____

Date returned back to the Senate Secretary: 10/8/2018

Corrections made 10-15-18

COURSE REVISION FORM

NEW X DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College CASE Program Area Community Leadership Date 8/23/18

Submitter Randy Beckwith Signature
Dean Carol A. Reynolds Signature (indicates "college" level approval) Date 9-25-19

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

The Community Leadership program currently focuses almost exclusively on nonprofit organizations with very little emphasis on governmental organizations. Public administration is a closely related field, and supplemental coursework will strengthen the major by providing a broader base of knowledge and additional employable skills.

Please provide the following information:

College: CEAS
Program Area: Community Leadership
Date: 8/23/18
Course Prefix & No.: PSCI 240

Course Title: Introduction to Public Administration
Credits: 3

Required by: Community Leadership

Selective in:
Elective in:
General Education:

Lecture: 3
Lecture/Lab: 0
Gradable Lab: 0
Contact hours lecture: 3
Contact hours lab: 0

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):

Students explore the basic principles and theory of administrative structures, organizations, leadership, fiscal management, personnel, and policy-making in the modern state.

Course Outcome Objectives:

- Define business terms relating to the public sector:
- Analyze funding sources and procedures available through local, state, and federal government;
- Identify policy-making procedures as they relate to the public sector:
- Compare and contrast management practices of the public sector with those of private/for profit businesses; and,
- Research best practices of business ethics of the public sector and not for profit agencies.

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

NA

Updated 09/29/05

COURSE REVISION FORM

NEW X DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College CEAS Program Area Community Leadership Date 8/23/18

Submitter Gandy Bachmeier Dean Carola Raphael Date 9-25-18
Signature Signature (indicates "college" level approval)

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

The Community Leadership program currently focuses almost exclusively on nonprofit organizations with very little emphasis on governmental organizations. Public administration is a closely related field, and supplemental coursework will strengthen the major by providing a broader base of knowledge and additional employable skills.

Please provide the following information:

College: CEAS
Program Area: Community Leadership
Date: 8/23/18
Course Prefix & No.: PSCI 365

Course Title: Public Policy Issues and Analysis
Credits: 3

Required by: Community Leadership

Selective in:
Elective in:
General Education:

Lecture: 3
Lecture/Lab: 0
Gradable Lab: 0
Contact hours lecture: 3
Contact hours lab: 0

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):

Examines a variety of public policy issues including economic, social welfare, health care, environmental, and criminal justice policy. Emphasis is placed on substantive policies and policy analysis.

Course Outcome Objectives:

- Demonstrate knowledge of the history and evolution of American public policy;
- Demonstrate substantive knowledge about the specific policy areas included in the course;
- Demonstrate an understanding of the fundamental models, terms, and concepts associated with public policy and policy studies;
- Demonstrate proficiency at writing concise reports that deal with complex material;
- Demonstrate a thorough understanding of a specific policy by writing a policy summary, which includes an understanding about how issues can be “framed” and how framing issues impacts the potential solutions;
- Demonstrate the ability to make formal presentations about public policy and analysis using visual technology, such as PowerPoint or other presentation software or equipment.

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

NA

Updated 09/29/05

EFFECTIVE FALL SEMESTER 2017 THROUGH SUMMER SEMESTER 2018

**MONTANA STATE UNIVERSITY
NORTHERN**

**PROGRAM SHEET
B81—BACHELOR OF ARTS IN COMMUNITY LEADERSHIP
MINOR REQUIRED
120 TOTAL SEMESTER CREDITS REQUIRED**

NAME: _____ **STUDENT ID:** _____
 LASTNAME FIRSTNAME MIDDLENAME

GENERAL EDUCATION CORE (33 CREDITS)

General Educ Core Req	Cr	Course Prefix & #	Credits	Grade	Year	Semester	Substitution (Prefix, #, & Place)
Category I Communication	6	WRIT 101 AND	3			FA SP SU	
		COMX 111 OR COMX 115 OR WRIT 350	3			FA SP SU	
Category II Mathematics	3	M 121 or higher	4			FA SP SU	
Category III Natural Sciences with lab	6		3			FA SP SU	
			3			FA SP SU	
Category IV Social Sciences/History	6		3			FA SP SU	
			3			FA SP SU	
Category V Cultural Diversity	3		3			FA SP SU	
Category VI Fine Arts/Humanities	6		3			FA SP SU	
			3			FA SP SU	
Category VII Technology	3		3			FA SP SU	
Total General Education Core Credits			33				

COMMUNITY LEADERSHIP PROGRAM REQUIREMENTS

Course Requirements	Crs	Grade	Year	Semester	Substitution (Prefix, #, & Place)
BUS 215 Managerial Planning in Not-For-Profit Enterprises	3			FA SP SU	Is this BMGT 236
BUS 455 Managing the Not-For-Profit Organization	3			FA SP SU	Is this BMGT 469
CMLD 101 Introduction to Community Leadership (CAT IV Gen Ed)	3			FA SP SU	
CMLD 260 Foundations of Non Profit Service	3			FA SP SU	
CMLD 301 Concepts in Community Leadership	3			FA SP SU	
PSCI 411 Nonprofit Grant Writing	3			FA SP SU	
COMX 412 Communication and Conflict	3			FA SP SU	
CMLD 355 Assessment & Design Community Programs	3			FA SP SU	
CMLD 360 Evaluation of Community Based Programs	3			FA SP SU	
CMLD 401 Seminar in Community Leadership	3			FA SP SU	
CMLD 498 Cooperative Education	6			FA SP SU	
PSYX 100 Introduction to Psychology	3			FA SP SU	
SOCI 101 Introduction to Sociology (CAT IV Gen Ed)	3			FA SP SU	
COMX 111 Introduction to Public Speaking OR COMX 115 Introduction to Interpersonal Communications (CAT I)					Meets CAT I Requirement -
COMX 210 Communication in Small Groups					
COMX 320 Principles of Organization Communication	3			FA SP SU	
WRIT 101 College Writing I					Meets CAT I Requirement
WRIT 338 Public Relations Writing	3			FA SP SU	

Continue on Next Page

MINOR REQUIRED

See Minor Program Sheet Attached

ADDITIONAL REQUIREMENTS

Number of 300/400 level credits:	<i>37 Required</i>	Earned:	
Major GPA:	<i>2.25 Required</i>	Earned:	
Minor GPA:	<i>2.25 Required</i>	Earned:	
Overall GPA:	<i>2.00 Required</i>	Earned:	
Total Independent Study Credits:	<i>Maximum 9 Credits Allowed</i>	Earned:	
Total Cooperative Education Credits Used:	<i>Max of 18 Credits for Degree</i>	Earned:	

Residency Requirements:

Total Northern Credits Earned:	<i>30 Required</i>	Earned:	
Total Credits Earned:	<i>120 Required</i>	Earned:	

Required	
_____ Student Signature	_____ Date
_____ Advisor Signature	_____ Date
_____ Chair/Director Signature	_____ Date
_____ Dean, College of Education, Arts, Sciences, and Nursing Signature	_____ Date

EFFECTIVE FALL SEMESTER 2019 THROUGH SUMMER SEMESTER 2020

**MONTANA STATE UNIVERSITY
NORTHERN**

**PROGRAM SHEET
B81—BACHELOR OF ARTS IN COMMUNITY LEADERSHIP
MINOR REQUIRED
120 TOTAL SEMESTER CREDITS REQUIRED**

NAME: _____ **STUDENT ID:** _____
LASTNAME FIRSTNAME MIDDLENAME

GENERAL EDUCATION CORE (33 CREDITS)

General Educ Core Req	Cr	Course Prefix & #	Credits	Grade	Year	Semester	Substitution (Prefix, #, & Place)
Category I Communication	6		3			FA SP SU	
			3			FA SP SU	
Category II Mathematics	3		4			FA SP SU	
Category III Natural Sciences with lab	6		3			FA SP SU	
			3			FA SP SU	
Category IV Social Sciences/History	6	PSYX 100 Introduction to Psychology	3			FA SP SU	
		SOCI 101 Introduction to Sociology (CAT IV Gen Ed)	3			FA SP SU	
Category V Cultural Diversity	3	COMX 212 Intro to Intercultural Communications OR SOCL 315 Race, Gender, and Ethnic Relations	3			FA SP SU	
Category VI Fine Arts/Humanities	6	PHIL 210 Ethics	3			FA SP SU	
			3			FA SP SU	
Category VII Technology	3		3			FA SP SU	
Total General Education Core Credits			33				

COMMUNITY LEADERSHIP PROGRAM REQUIREMENTS

Course Requirements	Crs	Grade	Year	Semester	Substitution (Prefix, #, & Place)
CMLD 101 Introduction to Community Leadership	3			FA SP SU	
CMLD 260 Foundations of Civic Engagement	3			FA SP SU	
CMLD 301 Concepts in Community Leadership	3			FA SP SU	
CMLD 355 Design of Community Based Programs	3			FA SP SU	
CMLD 360 Evaluation of Community Based Programs	3			FA SP SU	
CMLD 401 Seminar in Community Leadership	3			FA SP SU	
COMX 210 Communication in Small Groups	3			FA SP SU	
COMX 320 Principles of Organizational Communication	3			FA SP SU	
COMX 412 Communication and Conflict	3			FA SP SU	
WRIT 338 Public Relations Writing	3			FA SP SU	
ENGL 328 Media Literacy	3			FA SP SU	
CORE SUBTOTAL	33				
CHOOSE A TRACK IN NON-PROFIT MANAGEMENT OR PUBLIC ADMINISTRATION	15				

Continue on Next Page

MINOR REQUIRED

See Minor Program Sheet Attached

ADDITIONAL REQUIREMENTS

Number of 300/400 level credits:	<i>37 Required</i>	Earned:	
Major GPA:	<i>2.25 Required</i>	Earned:	
Minor GPA:	<i>2.25 Required</i>	Earned:	
Overall GPA:	<i>2.00 Required</i>	Earned:	
Total Independent Study Credits:	<i>Maximum 9 Credits Allowed</i>	Earned:	
Total Cooperative Education Credits Used:	<i>Max of 18 Credits for Degree</i>	Earned:	

Residency Requirements:

Total Northern Credits Earned:	<i>30 Required</i>	Earned:	
Total Credits Earned:	<i>120 Required</i>	Earned:	

Required	
_____ Student Signature	_____ Date
_____ Advisor Signature	_____ Date
_____ Chair/Director Signature	_____ Date
_____ Dean, College of Education, Arts, Sciences, and Nursing Signature	_____ Date