### ACADEMIC SENATE PROPOSAL TRACKING SHEET

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

Proposal # 18-01 Title: Community Leadership Major

(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 - <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>

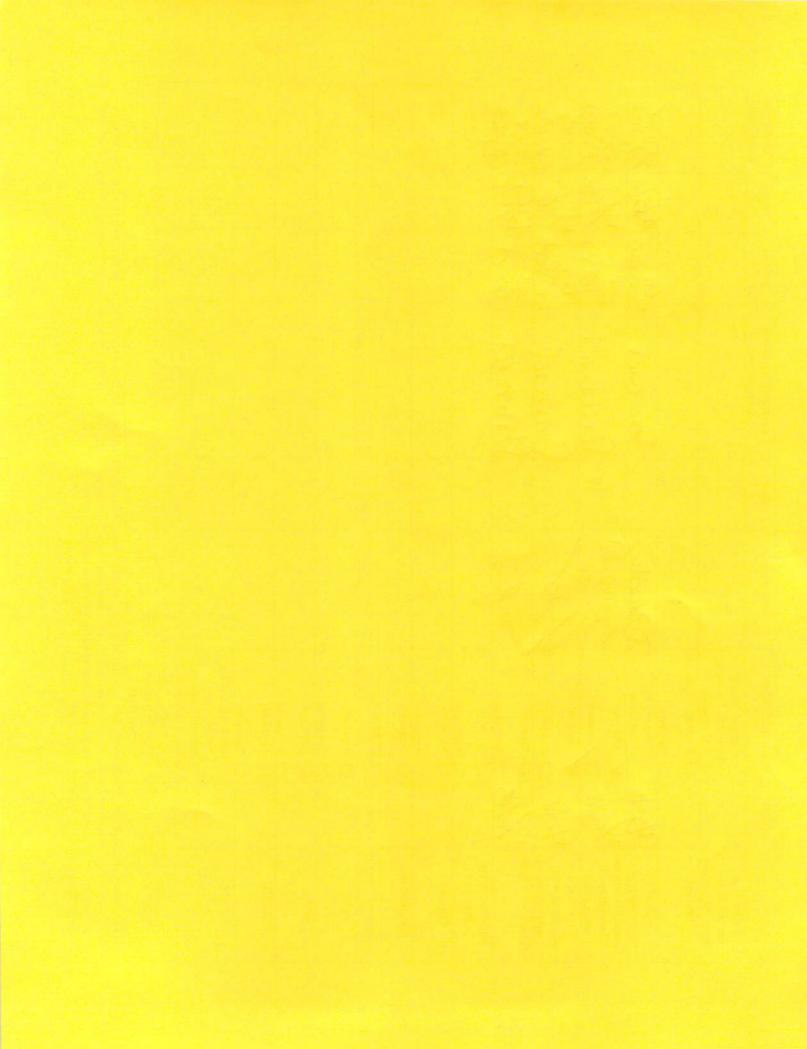
\*\*\*\*\* (If a proposal is disapproved at any level, it is returned through the Academic Senate secretary and the Senate President, to the Dean of the submitting college who then notifies the originator.

	Date	Action Taken	Signature	Date	Comments/Reason for Disapproval	Sent to	Date	Transmittal E-mail sent
*Abstract		Copy to Senate						
received by		President. Forward						
Senate Secretary		to Provost.						
*Provost		☐ Abstract Approved						
		Disapproved						
Received by	01.	Tracking form -			0	Gi.	10/0/	unner
Senate Secretary	16518	initiated	DBradley		terward:	Successi	10/18	Office
General Education	11//	M Approved	/	11/		1	11/1	COCEY
Committee (if	114/10	/	Hary D	11/14/18	P	1	'Xah	Charles of the Charle
applicable)	118	☐ Disapproved	Sucaw	710	torward	1000	1,18	C. Theor
Curriculum	11/1	Approved	110/			m	12/1	inner
Committee (if applicable)	11/20/18	☐ Disapproved	Clad 12		torogent.	SoffeA	114	Office
Academic Senate	12/1	Approved 6	- 1 ,		2000	7	17/1	200
	71/18	☐ Disapproved	Sorfert		forward.	Bord	MARIA	DALER
Full Faculty (if		Approved	(1)		0			0
necessary)			0.0					
Provost		Disapproved						
Flovost		☐ Approved						
		☐ Disapproved						
Chancellor		☐ Approved						
		☐ Disapproved						
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MSU		☐ Approved						
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BOR		Disapproved Approved					-	
DOIL		Попристе						
		Disapproved						
NWCCU		☐ Approved						
		☐ Disapproved						
Provost		Advise originating						
		college and				-		
ALC: YOUR DESIGNATION OF THE PERSON OF THE P		Academic Senate of						
		status. Update Web						
		page.						
Registrar		Catalog/Policy						
NOTE T	0.1	Manual Update			eb page from initial receipt u	11.1	1 1	ul D

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)



## CEASN PROPOSAL TRACKING SHEET (Document to Be Originated By CEASN Secretary)

- 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 Leader	rship Major	
	Date		
Received by CEASN Administrative Assistant	921.18		
Forwarded to CEASN College Mee	ting 9.34.18	Approved X Canol A Rapa Chair Signature	Disapproved
Returned to CEASN Administrative Assistant	e		
Forwarded to Dean for Signatures		Dean Signature	chad 9-25-1
Returned to CEASN Administrative Assistant	925.18	Signature	
Forwarded to Professional Educat	ion Unit No	Approved	Disapproved
		Signature	Date
Returned to CEASN Administrative Assistant	9:25.18		
Forwarded to Academic Subcommittees	10.2.18		



### **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 print out  from web power provided but does not summarize on one sheet for east review:
Name of Person making the correction: Cary. L. Succaw
Phone # (if more information is needed):
Date returned back to the Senate Secretary: 18/8/2018
Corrections made 10.15.18 as

#### PROGRAM/DEGREE REVISION FORM

NEW DROPPED	_MAJOR REVISION <u>X</u> FOR INFORMAT	ION ONLY
College CASE	-Program Area Community Leadership Major	Date <u>8/23/18</u>
Submitter Roudul achail	-Program Area <u>Community Leadership Major</u> Dean	Date
Signature	Signature (indicates "college" level appro	
Please provide a brief explanation	on & rationale for the proposed revision(s).	

The Community Leadership program currently focuses primarily on nonprofit organizations with only incidental attention to governmental organizations. Providing students with two options or "tracks," either in non-profit management or in the closely related field of public administration, will strengthen the major by integrating a much broader base of knowledge and by imparting additional employable skills. Providing an option in undergraduate research as an alternative to cooperative education will also strengthen the major by affording a more relevant practical experience for students who intend to continue on to graduate school and/or pursue careers in research firms or in academia.

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 Community Leadership Major Revision

Credits

Current Program listed in 18-19 Catalog

Course Title

Managerial Planning in Not-for-Profit Orgs

BUS	455	Managing the Not-for-Profit Organization	3
CMLD	101	Introduction to Community Leadership	3
CMLD	260	Foundations of Non-Profit Service	3
CMLD	301	Concepts in Community Leadership	3
PSCI	411	Nonprofit Grant Writing	3
COMX	412	Communication and Conflict	3
CMLD	355	Assessment & Design of Community Programs	3
CMLD	360	Evaluation of Community Based Programs	3
CMLD	401	Seminar in Community Leadership	3
CMLD	498	Cooperative Education	6
PSYX	100	Introduction to Psychology	Gen-Ed Credits
SOCI	101	Introduction to Sociology	Gen-Ed Credits
СОМХ	111	Introduction to Public Speaking or	Gen-Ed Credits
COMX	115	Introduction to Interpersonal Communication	
COMX	210	Communication in Small Groups	3
COMX	320	Principles of Organizational Communication	3
WRIT	101	College Writing I	Gen-Ed Credits
WRIT	338	Public Relations Writing	3
		Electives in Social Science or Business	9
1			

Proposed Program for 19-20 Catalog

		101 17-20 Catalo	5	
Course			Gen-Ed	Degree
Prefix	#	Course Title	Credits	Credits
CMLD	101	Introduction to Community Leadership		3
CMLD	260	Foundations of Civic Engagement	ĺ	3
CMLD	301	Concepts in Community Leadership		3
COMX	412	Communication and Conflict		3
CMLD	355	Design of Community Based Programs	1	3
CMLD	360	Eval of Community Based Programs	T	3
CMLD	401	Seminar in Community Leadership		3
PSYX	100	Introduction to Psychology (Cat IV)	3	
SOCI	101	Introduction to Sociology (Cat IV)	3	ì
COMX	212	Intro to Intercultural Communication	3	
		or	ł	
SOCI	315	Race, Gender, Ethnic Relations (Cat V)		
PHIL	210	Ethics (Cat VI)	3	
COMX	210	Communication in Small Groups	1	3
COMX	320	Principles of Org Communication	Ì	3
WRIT	338	Public Relations Writing		3
ENGL.	328	Media Literacy		3
		Core Subtotal	i	33
		With an Option in Nonprofit Manageme	ent	
BUS	215	Managerial Planning in Not-for-Profit		3
BUS	455	Managing the Not-for-Profit Org		3
PSCI	411	Nonprofit Grant Writing		3
PSCI	412	Nonprofit Fundraising		3
CMLD	490	Undergraduate Research		3
1		or		
CMLD	498	Cooperative Education/Internship	<u> </u>	<u> 1</u>
		Option Subtotal		15
		r (/And) With an Option in Public Adminis	tration	
PSCI	240	Introduction to Public Administration		3
PSCI	210	Introduction to American Government		3
PSCI	260	Intro to State and Local Government	<u> </u>	3
PSCI	365	Public Policy Issues & Analysis		3
PSCI	490	Undergraduate Research	1	3
	l	or		
PSCI	498	Cooperative Education/Internship	1	!
		Option Subtotal		15
L	<u> </u>	Total (33 Core + 15 Option)		48

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

Course Prefix

### COURSE REVISION FORM

NEW_X DROPPED	MAJOR REVISION FOR INFORMATION ONLY
College CASE Submitter Sandy Backet	Program Area Community Leadership  Date 8/23/18  Dean Court & Revenue Date 9-25-18  Signature (indicates college level approval)
Please provide a brief explan	ation & rationale for the proposed revision(s):
organizations with very little a closely related field, and su	program currently focuses almost exclusively on nonprofit emphasis on governmental organizations. Public administration is applemental coursework will strengthen the major by providing a nd additional employable skills.
Please provide the following	information:
College: Program Area: Date: Course Prefix & No.:	CEAS Community Leadership 8/23/18 PSCI 240
Course Title: Credits:	Introduction to Public Administration 3
Required by:	Community Leadership
Selective in: Elective in: General Education:	
Lecture: Lecture/Lab: Gradable Lab: Contact hours lecture: Contact hours lab:	3 0 0 3 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 ON	_Y
College CASE Submitter Kandlin Sacher	Program Area Community Leadership  Dean Carola Republic Date  Signature (indicates "college" level approval)	Date_8/23/18_ 9-25-18
Please provide a brief explan	ation & rationale for the proposed revision(s):	
organizations with very little a closely related field, and su	program currently focuses almost exclusively on nor emphasis on governmental organizations. Public ad applemental coursework will strengthen the major by and additional employable skills.	ministration is
Please provide the following	information:	
College: Program Area: Date: Course Prefix & No.:	CEAS Community Leadership 8/23/18 PSCI 365	
Course Title: Credits:	Public Policy Issues and Analysis 3	
Required by:	Community Leadership	
Selective in: Elective in: General Education:		
Lecture: Lecture/Lab: Gradable Lab: Contact hours lecture: Contact hours lab:	3 0 0 3 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.

NΛ

Updated 09/29/05

### 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 ED	UCATION CORE (33 CRED			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	6		3		1	FA SP SU		
with lab			3			FA SP SU		
Category IV Social	6		3			FA SP SU		
Sciences/History			3		1	FA SP SU		
Category V Cultural Diversity	3		3			FA SP SU		
Category VI Fine	6		3			FA SP SU		
Arts/Humanities	İ		3			FA SP SU		
Category VII Technology	3		3		<b> </b>	FA SP SU	**************************************	
Total General Education Co	are Cre	edits	33	L	·			

### 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	3			FA SP SU	
(CAT IV Gen Fd)	1		!		
CMLD 260 Foundations of Non Profit Service	3			FA SP SU	
CMLD 301 Concepts in Community Leadership	3			FA SP SU	
PSCI 411 Nonprotit 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 St	
COMX 111 Introduction to Public Speaking OR	Meets CA	l' I Require	ment -		
COMX 115 Introduction to Interpersonal					
Communications (CAT I)					
COMX 210 Communication in Small Groups					
COMX 320 Principles of Organization Communication	3			FA SP SU	
WRIT 101 College Writing I	Meets CA	l' I Require	ment		
WRIT 338 Public Relations Writing	3			FA SP SU	
					Continue on Next Page

Electives in Social Science or Business	9	FA SP SU	
3710237607607607607607607607607607607607607607		FA SP SU	
		FA SP SU	
		FA SP SU	
Advisor Approved Electives and Minor	30+	FA SP SU	
		FA SP SU	
***************************************		FA SP SU	
		FA SP SU	

Continue on Next Page

### MINOR REQUIRED See Minor Program Sheet Attached ADDITIONAL REQUIREMENTS Number of 300/400 level credits: 37 Required Earned: Major GPA: 2.25 Required Earned: Earned: Minor GPA: 2.25 Required Overall GPA: Earned: 2.00 Required Total Independent Study Credits: Maximum 9 Credits Allowed Earned: Total Cooperative Education Credits Used: Max of 18 Credits for Degree Earned: Residency Requirements: Total Northern Credits Earned: 30 Required Earned:

Date
Date
Date
es, and Nursing

Earned:

120 Required

Total Credits Earned:

### MONTANA STATE UNIVERSITY NORTHERN

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

NAME: STUDENT ID: 
General Educ Core Req	Cr	Course Prefix & #	Credits	Grade	Year	Semester	Substitution (Prefix, #, & Place)
Category I Communication	6	14	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 SOCI 315 Race, Gender, and Ethnic Relations	3			FA SP SU	
Category VI Fine Arts/Humanities	- 6	PHIL 210 Ethics	3			FA SP SU	
	1		3			FA SP SU	
Category VII Technology	3		3			FA SP SU	

Total General Education Core Credits 33

### COMMUNITY LEADERSHIP PROGRAM REQUIREMENTS

Course Requirements		Grade	Year	Semester	Substitution (Prefix, #. & Place)
CMLD 101 Introduction to Community Leadership				FA SP SU	
CMLD 260 Foundations of Civic Engagement				FA SP SU	
CMLD 301 Concepts in Community Leadership	3	i		FA SP SU	
CMLD 355 Design of Community Based Programs			····	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 SI-	
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				

With an OPTION in NONPROFIT MANAGEMENT		
BUS 215 Managerial Planning in Not-for-Profits		FA SP SU
BUS 455 Managing the Not-for-Profit Organization	3	FA SP SU
PSCI 411 Nonprofit Grant Writing	3	FA SP SU
PSCI 412 Nonprofit Fundraising	3	FA SP SU
CMLD 490 Undergraduate Research	3	FA SP SU
OR		
CMLD 498 Cooperative Education/Internship		
TRACK SUBTOTAL	15	
OR (/AND)		
With an OPTION in PUBLIC ADMINISTRATION		
PSCI 240 Intro to Public Administration	3	FA SP SU
PSCI 210 Intro to American Government	3	FA SP SU
PSCI 260 Intro to State and Local Government	3	FA SP SU
PSCI 365 Public Policy Issues and Analysis	3	FA SP SU
PSCI 490 Undergraduate Research	3	FA SP SU
OR		
PSCI 498 Cooperative Education/Internship		
TRACK SUBTOTAL	15	
MAJOR TOTAL	48	
(33 Core + 15 Track)		
Advisor Approved Minor and Electives (or Second Track)	+39	
		FA SP SU
		TA SP SU
		FA SP SU
**************************************		FA SP SU
		FA SP_SU

Continue on Next Page

#### MINOR REQUIRED See Minor Program Sheet Attached ADDITIONAL REQUIREMENTS Number of 300/400 level credits: 37 Required Earned: Major GPA: 2.25 Required Earned: Minor GPA: 2.25 Required Earned: Overall GPA: 2.00 Required Earned: **Total Independent Study Credits:** Maximum 9 Credits Allowed Earned: Total Cooperative Education Credits Used: Max of 18 Credits for Degree Earned: **Residency Requirements: Total Northern Credits Earned:** 30 Required Earned: Earned: Total Credits Earned: 120 Required

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