

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

Proposal # 18-12	Title: Change of College Name
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(Proposal explanation, submitter and college dean signatures on attached program/degree or course revision form.)

OCT 29 2018

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	10/26/18	Tracking form initiated	tracking		_____			
General Education Committee (if applicable)	—	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	_____		_____			
Curriculum Committee (if applicable)	—	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	_____		_____		11/29/18	
Academic Senate	11/29/18	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Siffert		forward		11/29/18	under 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.

CEAS PROPOSAL TRACKING SHEET

(Document to Be Originated By CEAS Secretary)

1. Submit all proposals (using the appropriate academeic Senate Program/Degree and /or course revision forms) to the CEAS Administrative Associate
2. The CEAS Administrative Associate forwards them to the appropriate CEAS Committee

Proposal Number: # 8	Change of College Name
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Date

Received by CEAS
Administrative Associate

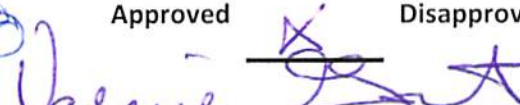
8.20.18

Forward to the CEAS College
Meeting

8.22.18

Approved

Disapproved



 Chair Signature Date

Returned to CEAS Admin.
Associate

8.22.18

Forward to the Director of
Education (Education Proposals
Only)

Approved

Disapproved

 Director Signature Date

Returned to CEAS
Administrative Associate

8.22.18

Forwarded to Dean of COEAS

8.23.18

Approved

Disapproved



 Dean Signature Date

Returned to CEAS
Administrative Associate

8.23.18

Forwarded to Professional
Education Unit

No

Approved

Disapproved

 PEU Signature Date

Returned to CEAS
Administrative Associate
Forward to Academic
Subcommittees

8.24.18

11.20.18

Meeting date

ITEM XXX-XXX-XXXXX

Item Name

Level II #5

THAT

MSUN is requesting from the Board of Regents a Change of College name from College of Education, Arts & Sciences, and Nursing [COEASN] to College of Arts, Sciences, and Education [CASE]

EXPLANATION

Addition of new College made existing name obsolete

ATTACHMENTS

Academic Proposal Request Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

ITEM XXX-XXXX-XXXX Submission Month or Meeting: _____

Institution: Montana State University - Northern CIP Code: _____

Program/Center/Institute Title: _____

Includes (please specify below): Online Offering _____ Options _____

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 <http://mus.edu/che/arsa/academicproposals.asp>.

 A. Level I:

Campus Approvals

- 1a. Placing a postsecondary educational program into moratorium (Program Termination and Moratorium Form)
- 1b. Withdrawing a postsecondary educational program from moratorium
- 2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less
- 3. Establishing a B.A.S./A.A./A.S. area of study
- 4. Offering an existing postsecondary educational program via distance or online delivery

OCHE Approvals

- 5. Re-titling an existing postsecondary educational program
- 6. Terminating an existing postsecondary educational program (Program Termination and Moratorium Form)
- 7. Consolidating existing postsecondary educational programs (Curriculum Proposal Form)
- 8. Establishing a new minor where there is a major or an option in a major (Curriculum Proposal Form)
- 9. Revising a postsecondary educational program (Curriculum Proposal Form)
- 10. Establishing a temporary C.A.S. or A.A.S. degree program *Approval limited to 2 years*

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

 B. Level II:

1. Establishing a new postsecondary educational program (Curriculum Proposal and Completed Intent to Plan Form)
2. Permanent authorization for a temporary C.A.S. or A.A.S degree program (Curriculum Proposal and Completed Intent to Plan Form)
3. Exceeding the 120 credit maximum for baccalaureate degrees *Exception to policy 301.11*
4. Forming, eliminating or consolidating an academic, administrative, or research unit (Curriculum or Center/Institute Proposal and Completed Intent to Plan Form, except when eliminating or consolidating)
- XX 5. Re-titling an academic, administrative, or research unit

Proposal Summary [360 words maximum]

What – Change of College name from College of Education, Arts & Sciences, and Nursing to College of Arts, Sciences, & Education [CASE]

Why – Creation of the new College of Health Sciences has made our existing name obsolete. This change will remove Nursing from our name. The College voted that College of Arts, Sciences and Education, with its acronym of CASE was the preferred alteration to our name.

Resources – Some rebranding will be necessary. Supplies will be ordered with the new name as needed, but will not affect our overall resources any more than regular purchasing would.

Relationship to similar MUS programs – MSU Billings has a College of Arts and Sciences and a College of Education. MSU has a College of Arts and Architecture and a College of Letters and Science