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

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| **Proposal # 18-20** | **Title: CJUS 413** |

(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.

**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 | | ☐ Abstract Approved ☐ Disapproved | | | | | | |
| Received by Senate Secretary | 2/19/19 | Tracking form initiated | DBradley | | forward | Sicorian | 2/21/19 | Upper Office |
| General Education Committee (if applicable) | | ☐ Approved ☐ Disapproved | | | | | | |
| Curriculum Committee (if applicable) | | ☐ Approved ☐ Disapproved | | | | | | |
| Academic Senate | | ☐ Approved ☐ Disapproved | | | | | | |
| Full Faculty (if necessary) | | ☐ Approved ☐ Disapproved | | | | | | |
| Provost | | ☐ Approved ☐ Disapproved | | | | | | |
| Chancellor | | ☐ Approved ☐ Disapproved | | | | | | |
| 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 | | | | | | |

**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)

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

1. Submit all proposals (using the appriopriate academice Senate Program/Degree and /or course revision forms) to the CEAS Adminitrative Associate

2. The CEAS Administrative Associate forwards them to the appriopriate CEAS Committee

| Proposal Number: # 13 | CJUS 413 |
|---|---|

**Date**

**Received by CEAS Administrative Associate** — 1.23.19

**Forward to the CEAS College Meeting** — 1.23.19

Approved    ✗ Disapproved _____

_Valeri [Signature]_ ___ 1/25/19

Chair Signature          Date

**Returned to CEAS Admin. Associate** _____

**Forward to the Director of Education (Education Proposals Only)** _____

Approved _____ Disapproved _____

Director Signature          Date

**Returned to CEAS Administrative Associate** — 1.25.19

**Forwarded to Dean of COEAS** — 1.25.19

Approved ✓ Disapproved _____

_Darlene Soller_ 2-13-19

Dean Signature          Date

**Returned to CEAS Administrative Associate** — 2.13.19

**Forwarded to Professional Education Unit** — 2.18.19

Approved _____ Disapproved _____

PEU Signature          Date

**Returned to CEAS Administrative Associate** — 2.19.19

**Forward to Academic Subcommittes** — 2.19.19

Updated 10/01/2018 (removal of Nursing from form) DDB
Updated 10/03/2018 (added Director of Education) DDB

# COURSE REVISION FORM

NEW _X_ DROPPED _____ MAJOR REVISION. __ FOR INFORMATION ONLY _____

College _CEAS_____ Program Area _Criminal Justice_____ Date _1/11/2019_

Submitter _Josh Bieyer_ Dean _____ Date _2-6-2019_
        Signature                    Signature (indicates "college" level approval)

**Please provide a brief explanation & rationale for the proposed revision(s):** Want to add this course to the requirement within the Criminal Justice program. Currently, there is only 45 credits in the program and the program is short on requirements and electives for students to choose from.

Please provide the following information:

**College:**         CEAS
**Program Area:**     Criminal Justice
**Date:**             01/11/2019
**Course Prefix & No.:** CJUS 413
**Course Title:**     Administration of Law Enforcement
**Credits:**          3
**Required by:**
**Selective in:**     Criminal Justice Program
**Elective in:** N/A
**General Education:** N/A
**Lecture: 100%**
**Lecture/Lab:** N/A
**Gradable Lab:** N/A
**Contact hours lecture:** 3 hours per week
**Contact hours lab:** N/A
**Current Catalog Description (include all prerequisites):** N/A
**Proposed or New Catalog Description (include all prerequisites):** This course will Examine and study law enforcement organizations and the many aspects of leading and managing the organization as it deals with personnel issues, budgeting, structure, and other functions.

**Course Outcome Objectives**
- Study the historical, political and societal aspects of law enforcement organizations
- Examine and understand of the structure, organization, personnel management, goal setting, budgeting, and other functions involved in managing a law enforcement agency

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

Updated 09/29/05