

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

Proposal # 19-03

Title: Industrial Technology - New

SEP 23 2019

(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.

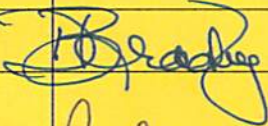
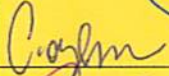
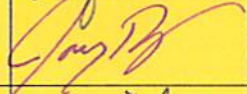
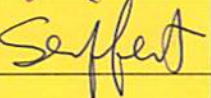
Subcommittee and Academic Senate college representatives will notify their respective colleges' of the progress of submitted proposals or the proposal may be tracked via the web page -- <http://www.msun.edu/admin/provost/senate/proposals.htm>

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		<input type="checkbox"/> Abstract Approved <input type="checkbox"/> Disapproved						
Received by Senate Secretary	9/23/19	Tracking form initiated			forwarded	@ Ogden	9/23/19	Upper Office
General Education Committee (if applicable)		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		10/9/19	forwarded	Debra Brady	10/10/19	in person
Curriculum Committee (if applicable)	10/21/19	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		10/21/19	forward	m Seiffert	11/12/19	Upper Office
Academic Senate	12/4/19	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		12/4/19	forwarded	Seiffert	12/4/19	Upper 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.



### COURSE REVISION FORM

NEW  DROPPED  MAJOR REVISION  FOR INFORMATION ONLY

College COTS Program Area Industrial Technology Date 4-23-19

Submitter  Dean  Date 4-23-19  
Signature Signature (indicates "college" level approval)

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

This is a foundation course leading to a variety of industry certifications and professional standards needed to be successful in a career in the technical sciences. These foundations are conditional as entry-level requirements for employers of most COTS graduates.

Please provide the following information:

**College:** COTS  
**Program Area:** Industrial Technology  
**Date:** 4-23-19  
**Course Prefix & No.:** IT 1\*\*  
**Course Title:** Industry Foundations  
**Credits:** 4  
**Required by:** Industrial Technology-Manufacturing, Industrial Technology-Drafting, Industrial Technology-Education, Welding, Plumbing

**Selective in:**

**Elective in:** All remaining programs in COTS

**General Education:**

**Lecture:** 2 hours lecture/week

**Lecture/Lab:** 4 hours lab/week

**Gradable Lab:**

**Contact hours lecture:**

**Contact hours lab:**

**Current Catalog Description (include all prerequisites):**

*Currently listed as a special topics*

**Proposed or New Catalog Description (include all prerequisites):**

This foundation course leads to a variety of industry certifications and professional standards needed to be successful in a career in the technical sciences. These foundations are conditional as entry-level requirements for employers of most graduates in the College of Technical Sciences at MSUN.

**Course Outcome Objectives:**

MSU Northern's Associates of Applied Science (AAS) degree in Industrial Technology, Plumbing Technology and Welding seek to deliver graduates who, not only have technical knowledge, but also have a solid foundation in safety equipment, safe practices/techniques, and a high level of professionalism. The course objective of IT1\*\* is to engrain the need for safety and professionalism in the students, for use throughout their education and further on into their career. Along with safety/professionalism, there will be a number of basic skills acquired and pertinent information learned throughout the semester that will help each student reach their full potential at MSU-Northern, and later, as a valuable employee. These outcomes are listed below:

**Lecture:**

**1. Safety outcomes**

**Students will be able to:**

- a. List four (4) federal safety regulatory agencies
- b. Identify and know when to wear appropriate PPE
- c. Know and use proper lifting techniques

- d. Initiate their own safety meeting
- e. Describe the precautions to take in the event of a job-site accident
- f. Describe the effects of various drugs/alcohol/tiredness on human reaction time
- g. Identify and use safety hand signals
- h. Identify and describe the precautions described on safety signs
- i. Properly use a Fire Extinguisher

## **2. Meter outcomes**

**Students will be able to:**

- a. Demonstrate the use and care of DMM, cords, and accessories
- b. Identify the safety coding/ratings on DMM and cords
- c. Know all the components/functions of common DMM's
- d. Identify limitations/strengths of using DMM's
- e. Demonstrate how to properly test each type of Meter for safety and accuracy.

## **3. Torque outcomes**

**Students will be able to:**

- a. Demonstrate the use and care of torque tools
- b. Adjust tools
- c. Describe the theory of tensioning
- d. Calculate clamp load and materials/fastener type used to achieve it
- e. Describe the factors involved in proper clamp load

## **4. Precision measuring outcomes**

**Students will be able to:**

- a. Identify precision measuring instruments and demonstrate how to use each
- b. Discuss the effects of temperature on materials
- c. Demonstrate and, identify reasons for, proper care for precision measurement equipment
- d. To find dimensions and tolerances on assembly drawings and in service manuals

## **5. Professional Standards outcomes**

**Students will be able to:**

- a. Write a Resume'
- b. Search and Apply for a job
- c. Site the legal description of a "hostile work environment"
- d. Site the legal descriptions for "sexual harassment"
- e. Describe "employee rights" and next steps when encountering a or b.
- f. Describe who has access to, and, etiquette on social media
- g. Define Soft Skills
- h. Demonstrate how to fill out a work order
- i. Discuss careers and lifelong learning within the diesel industry

## **6. Tools@Height outcomes**

**Students will be able to:**

- a. Demonstrate an understanding and awareness of the hazards of dropped objects and make a commitment to a "Zero Drop" philosophy.
- b. Understand the differences between engineered solutions and modified solutions.
- c. Demonstrate proper usage of Snap-on's engineered solutions for securing wrenches, screwdrivers, sockets, and other common work items.
- d. Demonstrate competency in selecting lanyards and using them properly, to secure to multiple types of tie-off situations.
- e. Develop competency with universal attachment systems (tapes and quick spins) for properly retrofitting existing tools where necessary.

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

- **NC<sup>3</sup> tools and equipment already in use on the campus.**