

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

Proposal # 19-10	Title: PSCI 3XX Human Resource Man. For Nonprofit Organization	JAN 27 2020
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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.
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

* Abstract received by Senate Secretary	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. <input type="checkbox"/> Abstract Approved						
Received by Senate Secretary	6/27/2022	<input type="checkbox"/> Disapproved <input checked="" type="checkbox"/> Tracking form initiated	[Signature]					
General Education Committee (if applicable)	1/9/2020	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Disapproved	[Signature]					
Curriculum Committee (if applicable)	2/26/2020	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	[Signature]					
Academic Senate	4/23/2022	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	[Signature]	4/24/2022	forward	[Signature]	2/26/2022	inner office
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Disapproved						
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	[Signature]					
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	[Signature]					
MSU		<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Disapproved						
BOR		<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Disapproved						
NWCCU		<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Disapproved						
Provost		<input type="checkbox"/> Disapproved <input checked="" type="checkbox"/> 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)

COURSE REVISION FORM

NEW XXX DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College CASE Program Area Community Leadership Date 12/4/2019

Submitter Randy Bachman Dean [Signature] Date 1-17-2020
Signature Signature (indicates "college" level approval)

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

This course will replace BUS 455. The BUS prefix was deprecated under the FLOCing initiative, and the course content is typically included under the PSCI prefix in similar programs at other institutions within the MUS.

Please provide the following information:

College: CASE
Program Area: Community Leadership
Date: 12/4/2019
Course Prefix & No.: PSCI 3xx
Course Title: Human Resource Management for Nonprofit Organizations
Credits: 3
Required by: Community Leadership Major
Selective in: Community Leadership Minor
Elective in:
General Education:
Lecture: 3
Lecture/Lab:
Gradable Lab:
Contact hours lecture: 3
Contact hours lab:

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):

This course introduces students to the field of human resource management specifically within the unique context of nonprofit organizations. The course provides not only a broad overview of the foundational knowledge and skills required by those who manage paid staff, but also the specialized knowledge and skills required to effectively manage volunteers and develop governing boards. The course further delves into the governance and organizational structure of nonprofit organizations and highlights ethical issues, laws, and court cases uniquely related to the operation of nonprofit organizations.

Course Outcome Objectives:

1. Define, analyze, and explain foundational terms, principles, policies, and procedures of nonprofit human resource management;

2. Analyze, explain, and apply principles of human resource management to the unique context of volunteer management;
3. Analyze, explain, and apply principles of human resource management to the unique context of managing a nonprofit board of directors;
4. Analyze and explain the principles of governance and organizational structure, including articles of incorporation, bylaws, and policies, to the unique context of a nonprofit organization;
5. Analyze and explain issues related to ethics, liability, and risk management to the unique context of nonprofit organizations.

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

CASE PROPOSAL TRACKING SHEET 2019-2020

Document to be Originated by the CASE Administrative Associate

1. Submit all proposals using the appropriate Academic Senate Program/Degree and/or course revision forms to the CASE Administrative Associate

2. The CASE Administrative Associate forwards them to the appropriate CASE Committee

Proposal Number: #8	Name: PSCI 3xx HR Management for Nonprofit Organization
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DATE:

Received by the CASE Admin Associate 12-24-19

Forward to the CASE College Meeting 12-24-19

Approved Not Approved
Valerie [Signature] 12/11/19
 (Chair Signature) Date

Return to CASE Admin 12-11-19

Forward to the Director of EDUC 12-12-19

Approved Not Approved

 Director's Signature Date

Return to CASE Admin _____

Forward to the Dean of CASE 1-17-2020

Approved Not Approved
Abeline [Signature] 1-17-2020
 Dean's Signature Date

Return to CASE Admin 1-17-2020

Forward to Professional Education Unit _____

Approved Not Approved

 PEU Signature Date

Return to CASE Admin 1-17-2020

Forward to Academic Senate Subcommittees 1-27-2020