ACADEMIC SENATE PROPOSAL TRACKING SHEET

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

Proposal # 19-11	Title: BUS 215 Managerial Planning for Not for Profit - Drop	JAN 27 2020
	(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

	Date	Action Taken	Signature	Date	Comments/Reason for Disapproval	Sent to	Date	Transmittal E-mail sent
*Abstract received by *Provost		☐ Abstract Approved ☐ Disapproved						
Received by Senate Secretary	1/27/2020	☐ Tracking form initiated	D. Bradley		Forwarded Gen Ed	W. Osborn	Inner Office	
General Education Committee (if applicable)	1/28/2020	☐ Approved ☐ Disapproved	WW		W. todd Braley		Inner Office	
Curriculum Committee (if applicable)	2/26/2020	☐ Approved ☐ Disapproved	Cogn		"		Inner Office	
	3/6/2020	☑ Approved ☐ Disapproved	GMR	2/26/2020 forward to Pre. Senate	M. Seipert	Inner Office		
Academic Senate	4/23/2020	☒ Approved ☐ Disapproved	Mark Seipert	4/24/2020 forward and		Inner Office		
Full Faculty (if necessary)		☐ Approved ☐ Disapproved						
Provost		☐ Approved ☐ Disapproved	W			BGJ Inner Office		
		☐ Approved ☐ Disapproved						
Chancellor		☒ Approved ☐ Disapproved	Duane D. Hopf		Chulr	AA 3/3/21	3.1.2021	
MSU		☐ Approved ☐ Disapproved						
BOR		☐ Approved ☐ Disapproved						
NWCCU		☐ Approved ☐ Disapproved						
Provost		☐ Advise originating college and Academic Senate of status. Update Web page. ☐ Disapproved						
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 _____ DROPPED XXX MAJOR REVISION _____ FOR INFORMATION ONLY _____

College _COTS_____ Program Area Community Leadership _____ Date 12/4/19

Submitter ~~Randy Bachmeier~~ Dean ~~A. Zeller~~ Date 1-7-2020
Signature   Signature (indicates "college" level approval)

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

This course will be replaced by PSCI 2xx: Financial Management for Nonprofit Organizations. 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:	COTS
Program Area:	Community Leadership
Date:	12/4/2019
Course Prefix & No.:	BUS 215
Course Title:	Managerial Planning for Not-For-Profit Enterprises
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):

This course examines the basic managerial planning functions for a Not-For-Profit enterprise. Emphasis is placed on the identification and development of annual organizational activities and the preparation of a working budget for those activities. The course also examines the difference between capital campaigns and fundraising activities. An introduction to writing proposals for both activities is also part of the course as is an introduction to Microsoft Excel as a tool to assist in financial analysis and reporting.

Proposed or New Catalog Description (include all prerequisites):

Course Outcome Objectives:

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

CASE PROPOSAL TRACKING SHEET 2019-2020

Document to be Orginated by the CASE Adminstrative Assocate

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

2. The CASE Adminstrative Associate forwards them to the approipraite CASE Committee

Proposal Number: #9	Name: BUS 215 Managerial Planning for Not For Profit - Drop

DATE:

Received by the CASE Admin Associate 12.4.19

Forward to the CASE College Meeting 12.4.19 ✓ _____ Approved _____ Not Approved

Valerie (Chair Signature) 12/11/19 Date

Return to CASE Admim 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

Arlene Sukha 1-17-2020 Dean's Signature   Date

Return to CASE Admin 1.17.2020

Forward to Professional Education Unit _____ Approved _____ Not Approved

PEU Siganture   Date

Return to CASE Admin 1.17.2020

Forward to Academic Senate Subcommittees 1.27.2020

Updated 12-09-2019 DDB