

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

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| Proposal # 22-51 | Title: COMX 520; Principals of Organizational Communication |
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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 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 | 04/04/2023 | Tracking form initiated | D Bradley | | Forward to Gen Ed | K Udayakumar | | |
| General Education Committee (if applicable) | 04/04/2023 | <input type="checkbox"/> Approved <input type="checkbox"/> N/A | D Bradley | | Forward to Curriculum Committee | C Donovan | | DocuSign |
| Curriculum Committee (if applicable) | 04/04/2023 | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | DocuSigned by: <i>Casey Donovan</i> | | Forward to Academic Senate | V Guyant | | DocuSign |
| Academic Senate | 8/2/2023 | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | DocuSigned by: <i>Valerie Guyant</i> | | Forward to Provost | V. Guyant | | DocuSign |
| Full Faculty (if necessary) | | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | DE995B0729A143B... | | | | | |
| Provost | 8/3/23 | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>Jeremy Brown</i> 8/3/23 | | | | | |
| Chancellor | | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>Gregory D. Keel</i> 8/4/23 | | | | | |
| 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 XX DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College CASE Program Area Communications Date 1/31/23

Submitter  Dean  Date 5-1-23
Signature Signature (indicates "college" level approval)

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

Course is currently offered at the undergraduate level. Offering the course at the graduate level has the potential to increase enrollment

Please provide the following information:

College: CASE

Program Area: Communications

Date: 1/31/2023

Course Prefix & No.: COMX 520

Course Title: Principals of Organizational Communication

Credits: 3

Required by: None

Selective in: proposed Masters program

Elective in:

General Education: No

Lecture: 3

Contact hours lecture: 3 / week

Contact hours lab:

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):

This course features the study of the communication process in an organizational society. This study includes an examination of contrasting theories of organization. The class will also examine the role of communication in different types of organizational structures, the impact of organizational culture and performance, and the nature of communication on different levels within the organization. Particular attention will be paid to the constituting nature of communication in contemporary organizations. Graduate credit requirements are described in the course syllabus. If this class is taken at the 500 level, it is a graduate course and expectations for student performance are at an advanced level. Evaluation of course requirements is more rigorous than at the lower division section of this course.

Course Outcome Objectives:

The purpose of this course is to gain significant knowledge of the process of communication in the organizational context. This course will take a targeted approach and will focus on the main theoretical approaches to the study of organizational communication.

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