

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

<b>Proposal #</b> 23-34	<b>Title:</b> Program Name Change - BAS in Business Management (from Business Technology)
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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 (Arts, Sciences & Education; Health Sciences; 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 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 committee will provide written rationale to the originator, via the Academic Senate.\* The originator may request that the item be forwarded to the next body for consideration. Upon completion of subcommittee action, the proposal will be returned to the Academic Senate Secretary for consideration at the next Academic Senate meeting.
4. The Academic Senate considers the proposal and recommends approval or disapproval. If approved, the proposal is forwarded to the Provost for consideration within 10 working days. If the Academic Senate disapproves the proposal, the Academic Senate will provide written rationale to the originator. \* The originator may request that the item be forwarded to the Full Faculty for consideration, utilizing procedures set forth in the Senate Bylaws.
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. If approved, 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 are also available on the web page: <http://www.msun.edu/admin/provost/forms.htm>**

**\* If a proposal is disapproved, it is returned 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
Received by Senate Secretary	12/4/2023	Tracking form initiated	<small>DocuSigned by:</small> Brittany Garden	12/4/2023		Sent to Curriculum Committee	12/4/2023	DocuSign
General Education Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Curriculum Committee (if applicable)	1/4/2024	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<small>DocuSigned by:</small> Casey Donovan	1/4/2024	Passed - May need BOR approval			
Academic Senate	2/25/2024	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<small>DocuSigned by:</small> Valerie Guyant	2/25/2024				
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<small>DE995B0729A143B</small> [Signature]	4/3/24				
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	[Signature]	4-9-2024				
MSU		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		March 2024				
BOR		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		May 2024				
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.

Academic Senate Form 1 (Revised 4/4/2023)

**PROGRAM/DEGREE REVISION FORM**

NEW \_\_\_ DROPPED \_\_\_ MAJOR REVISION x FOR INFORMATION ONLY \_\_\_

College COTS Program Area Bachelor of Applied Science in Business Technology

Submitter Barbara Zuck Dean Steven Do Date 11/2/2023

Signature

*Barbara Zuck*

Signature (indicates "college" level approval)

**PROPOSAL TITLE: Program Name Change**

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

**Change the program title from Bachelor of Applied Science in Business Technology to Bachelor of Applied Science in Business Management.**

**The current title "Business Technology" does not describe the program outcomes or required courses. The Business program has a management focus.**

**The courses proposed for the program focus on business management.**

**In the space below, please provide a "before and after" picture of the program with the changes in the program noted with an \* in the CHANGE column. Attach appropriate Course Revision Forms.**

**PLEASE SEE THE PROGRAM REVISION FORM SUBMITTED FOR PROPOSED NEW COURSE LISTING.**

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

None.



Montana Board of Regents  
ACADEMIC PROPOSAL REQUEST FORM

FEBRUARY / 2024

ITEM XXX-XXXXX

**REQUEST FOR AUTHORIZATION TO CHANGE BAS BUSINESS TECHNOLOGY TO BAS BUSINESS MANAGEMENT**

Institution: MSU-NORTHERN CIP Code: 52.0201

Program/Center/Institute Title: BACHLOR OF APPLIED SCIENCE: BUSINESS MANAGEMENT

Includes (please specify below): Face-to-face Offering: X Online Offering: X Blended Offering:       

Options: N/A

**Proposal Summary** [360 words maximum]

**What:** Change the program title from Bachelor of Applied Science in Business Technology to Bachelor of Applied Science in Business Management.

**Why:**

The current title "Business Technology" does not describe the program outcomes or required courses. The Business program has a management focus.

The courses proposed for the program focus on business management.

**Resources:** N/A

**ATTACHMENTS**

Program/Degree Revision Form

Please mark the appropriate type of request and submit with any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/academicproposals.asp>.

       **A. Level I:**

**Campus Approvals**

       **1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)

       **1b. Withdrawing a postsecondary educational program from moratorium**

**Montana Board of Regents**  
**ACADEMIC PROPOSAL REQUEST FORM**

\_\_\_\_\_ 2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less

\_\_\_\_\_ 3. Establishing a B.A.S./A.A./A.S. area of study

\_\_\_\_\_ 4. Offering an existing postsecondary educational program via distance or online delivery

**OCHE Approvals**

X \_\_\_\_\_ 5. Re-titling an existing postsecondary educational program

\_\_\_\_\_ 6. Terminating an existing postsecondary educational program (Program Termination and Moratorium Form)

\_\_\_\_\_ 7. Consolidating existing postsecondary educational programs (Curriculum Proposal Form)

\_\_\_\_\_ 8. Establishing a new minor where there is a major or an option in a major (Curriculum Proposal Form)

\_\_\_\_\_ 9. Revising a postsecondary educational program (Curriculum Proposal Form)

\_\_\_\_\_ 10. Establishing a temporary C.A.S. or A.A.S. degree program *Approval limited to 2 years*

\_\_\_\_\_ **B. Level II:**

\_\_\_\_\_ 1. Establishing a new postsecondary educational program (Curriculum Proposal and Completed Request to Plan Form)

\_\_\_\_\_ 2. Permanent authorization for a temporary C.A.S. or A.A.S degree program (Curriculum Proposal and Completed Request to Plan Form)

\_\_\_\_\_ 3. Exceeding the 120-credit maximum for baccalaureate degrees *Exception to policy 301.11*

\_\_\_\_\_ 4. Forming, eliminating or consolidating an academic, administrative, or research unit (Curriculum or Center/Institute Proposal and completed Request to Plan, except when eliminating or consolidating)

\_\_\_\_\_ 5. Re-titling an academic, administrative, or research unit