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

Proposal # 23-35	Title: Update the AS Program to Fit 2+2 BS Degree

(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.**
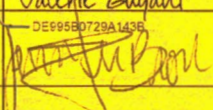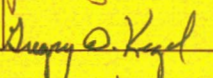
1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms or General Education Inclusion form) to the Academic Senate Secretary. **NOTE: Level 1 or Level 2 forms must be submitted concurrent with this proposal where applicable. For Education proposals, 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	12/27/2023	Tracking form initiated	*DocuSigned by:* Brittany Garden 7131CC9454D9458	12/27/2023	Sent to Curriculum Committee		12/27/2023	DocuSign
General Education Committee (if applicable)		☐ Approved ☐ Disapproved						
Curriculum Committee (if applicable)	2/9/2024	☒ Approved ☐ Disapproved	*DocuSigned by:* Casey Donoven	2/9/2024				
Academic Senate	2/25/2024	☒ Approved ☐ Disapproved	*DocuSigned by:* Valerie Guyant	2/25/2024				
Provost		☒ Approved ☐ Disapproved	DE995B0729A143B	4/3/24				
Chancellor		☒ Approved ☐ Disapproved	Gregory O. Kegel	4.9.2024				
MSU		☐ Approved ☐ Disapproved	N/A					
BOR		☐ Approved ☐ Disapproved	N/A					
NWCCU		☐ Approved ☐ 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__AS program of study in Business__

Submitter__Kristi Peterson__ Dean _____ Date 12/11/2023

Signature _Kristi Peterson_   Signature (indicates "college" level approval)

PROPOSAL TITLE_ Update the AS program to fit 2 + 2 with BS degree._____

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

Update the degree with the beginning Excel class which counts in the general ed. instead of the Advanced Excel class. This also removes the prerequisites. Remove ECNS 202 option and specify ECNS 201. The two courses are not consistently offered so this will allow scheduling of only one of them. Remove MS Office as Excel counts in the gen ed area and allow an elective course. Remove CAPP 158 MS Access as we have not been able to schedule it for many years.

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.

Current Program in _23-24_ Catalog

Course Prefix	#	Course Title	Credits
ACTG	201	Principles of Fin Acct	3
ACTG	202	Principles of Mang Acct	3
BGEN	105	Introduction to Business	3
BGEN	112	Creative Problem Solving	3
BGEN	110	Applied Business Leadership	3
BGEN	253	Business Statistics & Research	3
or STAT	216	Introduction to Statistics	
BGEN	235	Business Law	3
CAPP	151	MS Office (Cat VII)	
ECNS	201	Principles of Microeconomics	
or ECNS	202	Principles of Macroeconomics	
CAPP	158	MS Access	3
CAPP	206	Advanced MS Excel Applications	3
GEN	ED	CORE	33
		Total	60

Proposed Program for _24-25_ Catalog

Course Prefix	#	Course Title	Gen-Ed Credits	Degree Credits	Change
ACTG	201	Principles of Fin Acct		3	
ACTG	202	Principles of Mang Acct		3	
BGEN	105	Introduction to Business		3	
BGEN	112	Creative Problem Solving		3	
BGEN	110	Applied Business Leadership		3	
BGEN	253	Business Statistics & Research		3	
BGEN	235	Business Law		3	
					*
ECNS	201	Principles of Microeconomics (Cat IV)	3		
					*
					*
					*
CAPP	156	MS Excel (Cat VII)	3		*
WRIT	122	Business Writing (Cat I)	3		*
	---	Electives		6	*
GEN	ED	CORE	24		
		Total	33	27	60

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

Updated 04/04 2023