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

All proposals MUST have their originating college faculty body (Ex. Nursing, Technical Sciences, Arts & Sciences, Education) approval and must be signed by the submitter and the college chair/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) to the Academic Senate Secretary.
2. The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate subcommittee(s): Teacher Education (if applicable), General Education (if applicable), or Curriculum.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is forwarded 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 when a proposal is disapproved and the proposal is returned to the originator.
4. The Academic Senate considers the proposal and approves or disapproves. If approved, the proposal is forwarded to the Full Faculty for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. The Full Faculty considers academic senate approved proposals. If faculty approve, the proposal will then be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor.
7. The Chancellor approves or disapproves the proposal.

    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/asproposals.htm
    Documentation and forms for the curriculum process is also available on the web page:
    http://www.msun.edu/admin/provost/asforms.htm

*****(If a proposal is disapproved at any level, it is returned through the Academic Senate secretary to the Chair/Dean of the submitting college who then notifies the originator.)

Proposal # 02-12	Title: Revise Community Service BA degree

(proposal explanation, submitter and college chair/dean signatures on attached program/degree or course revision form)

	Date		Approved	Disapproved
Received by ACAD Senate	11/14/02			
Forwarded to Teacher Ed Council	____		Approved ____	Disapproved ____
			Signature	Date
Forwarded to Gen Ed Committee	____		Approved ____	Disapproved ____
			Signature	Date
Returned to ACAD Senate	11/14/02			
Forwarded to Curriculum Committee	11/15/02		Approved	Disapproved
			Signature	12/11/02 Date
Returned to ACAD Senate for Vote	12-12-02		Approved ✓	Disapproved ____
			Signature	12/17/02 Date
Sent to Provost's office for Full Faculty vote	12/18/02			
Voted on at Full Faculty meeting	1/28/03		Approved X	Disapproved ____
			Signature	Date
Forwarded to Provost for Approval/Disapproval	1/31/03		Approved X	Disapproved
* Please see attached document.			Roger Barber Signature	2/13/03 Date
Forwarded to Chancellor for Approval/Disapproval	2/18/03		Approved X	Disapproved
			Signature	2/18/03 Date
Copies sent to originating college and registrar's office	2/26/03			

C/data/proposaltracking sheet ACAD 10 10 01

1. Submit all proposals to the Office of Academic Affairs.

2. The Senate President will log items and forward them to the appropriate Senate subcommittees.

3. The Senate subcommittee will send the proposal to the Senate.

4. Senate proposals will be considered by the Full Faculty.

5. If approved, the proposal will then be forwarded to the Vice Chancellor.

Proposals that require action to approve/disapprove/table or remand will be sent back to the Senate according to the monthly meeting schedule.

TITLE: Revision of Bachelor of Arts Degree Community Service

SUBCOMMITTEE: _____   **PROPOSAL #:**

PROPOSAL:
Three basic revisions are proposed for the Community Service degree major at this time.

1. Formal adoption of CMSV 3XX Conflict Management. Conflict Management is already required of Community Service majors under the incorrect course number of SPCH 485 (which is, in reality, Special Topics in Communication). This revision is to correct that error.

2. Clarification of CMSV 201 as a 1-credit course for volunteer and service learning practicum available to all students. Community Service majors will now take CMSV 479 Community Service Co-Op for professional development-related internships.

3. Change writing requirement from ENGL 366 Technical Writing and Editing to ENG 338 Public Relations Writing, which is more appropriate in preparing for a career in community service.

Action Signatures:

_____ 10/24/02
Submitter   Date

_____
Committee Chair curriculum

_____
Committee Chair

_____
Faculty Senate President

_____
Provost/Senior Vice Chancellor for Academic Affairs

_____ Oct 30, 02
College Chair/Dean   Date

Approve __X__ Disapprove _____ Date 12/11/02

Approve _____ Disapprove _____ Date

Approve _____ Disapprove _____ Date

Approve _____ Disapprove _____ Date

Revised: 11/15/99

PROGRAM/DEGREE REVISION FORM

NEW ____ DROPPED ____ MAJOR REVISION __X__ FOR INFORMATION ONLY ____

College **Arts and Sciences** _____ Program Area **Community Service** _____ Date **10/10/02**

Submitter _~~J. Willia~~_ Chair/Dean _~~Will au~~_ Date _Oct 30, 02_
  Signature   Signature (indicates "college" level approval)

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. **Attach appropriate Course Revision Forms.** Please indicate changes by shading the appropriate cells.

PROPOSAL TITLE: Revision of Bachelor of Arts Degree Community Service

OLD PROGRAM

Course Prefix	#	Course Title	Credits Fall	Credits Spr.
ACCT	255	Governmental and Non-Profit Accounting		3
ART	361	Art History of Western Civilization I		3
		OR		
ART	362	Art History of Western Civilization II		3
		OR		
DRMA	123	Introduction to Theatre		3
		OR		
MUS	101	Introduction to Music History		3
CMSV	101	Introduction to Community Service	3	
CMSV	201	Community Service Practicum		6-8
CMSV	301	Community Service Readings	3	
CMSV	302	Community Service Research		3
CMSV	310	Grants	3	
CMSV	401	Community Service Seminar		3
ENGL	114	Introduction to Literature	3	
		OR		
ENGL	214	Introduction to World Literature	3	
ENGL	366	Technical Writing and Editing		3
HIST	142	History of Civilization II		3
		OR		
SOSC	201	Introduction to Social Sciences		3
		Language (French, German, Spanish, Native American	4	4
SBM	402	Small Business Management	3	
SPCH	240	Small Group/ Organizational Communication		3
SPCH	310	Organizational Communication		3
SPCH	485	Special Topics in Communication	3	

Total Credits

NEW PROGRAM

Course Prefix	#	Course Title	Credits Fall	Credits Spr.
ACCT	255	Governmental and Non-Profit Accounting		3
ART	361	Art History of Western Civilization I		3
		OR		
ART	362	Art History of Western Civilization II		3
		OR		
DRMA	123	Introduction to Theatre		3
		OR		
MUS	101	Introduction to Music History		3
CMSV	101	Introduction to Community Service	3	
CMSV	201	Volunteer Service Practicum	1	1
CMSV	301	Community Service Readings	3	
CMSV	302	Community Service Research		3
CMSV	310	Grants	3	
CMSV	401	Community Service Seminar		3
ENGL	114	Introduction to Literature	3	
		OR		
ENGL	214	Introduction to World Literature	3	
ENGL	338	Public Relations Writing	3	
HIST	142	History of Civilization II		3
		OR		
SOSC	201	Introduction to Social Sciences		3
		Language (French, German, Spanish, Native American	4	4
SBM	402	Small Business Management	3	
SPCH	240	Small Group/ Organizational Communication		3
SPCH	310	Organizational Communication		3
CMSV	3XX	Conflict Management	3	
CMSV	479	Co-Operative Education	6	

Total Credits

per _* 5 elective credits must be upper division_

Note: In addition to the coursework listed above, community service majors are strongly advised to complete a concentrated program of study in some speciality area. The speciality areas will permit students to complete coursework that could prepare them for careers in communication, non-profit administration, community health

and wellness, social work or tribal leadership and administration. Community service majors should work with their faculty advisor to select the appropriate classes. 5cr of Elec. must be upper-div.

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

COURSE REVISION FORM

NEW __X__ DROPPED ____ MAJOR REVISION ____ FOR INFORMATION ONLY ___

College _Arts & Science_____ Program Area _Community Service_____ Date _10/10/02_

Submitter _____ Chair/Dean _____ Date _Oct 2002_
    Signature   Signature (indicates "college" level approval)

Please provide the requested information: Note: Conflict Management is currently required of Community Service majors, but the actual course has never been proposed. This action seeks to correct that oversight.

College: Arts and Science
Program Area: Community Service
Date: October 11, 2002
Course Prefix & No.: CMSV 3XX

Course Title: Conflict Management
Credits: 3

Required by: Community Service BA Major
Community Service Minor

Selective in: Communication
Elective in:
General Education:

Lecture: X
Lecture/Lab:
Contact hours lecture: 45
Contact hours lab:

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):
Designed to explore research and practice about conflict as a process of social interaction. This course focuses on communication-oriented perspectives, key properties of conflict interaction, strategies and tactics for moving through conflict, self-regulation and third-party intervention.

Course Outcome Objectives:
Students acquire the foundations of conflict management skills as they impact relationships, groups, and 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.
None

COURSE REVISION FORM

NEW _____ DROPPED ____ MAJOR REVISION __X__ FOR INFORMATION ONLY ____

College _Arts & Science_ _____ Program Area _Community Service_ _____ Date _10/10/02_

Submitter _[signature]_ _____ Chair/Dean _[signature]_ _____ Date _Oct. 20, 02_
Signature _____ Signature (indicates "college" level approval)

Please provide the requested information: To clarify the emphasis on <u>volunteer service</u> and <u>service learning</u> as the purpose of CMSV 201 (In contrast to CMSV 79 which is professional internship for Community Service majors). To increase the minimum number of volunteer service hours required in the course.

College: **Arts and Science**
Program Area: **Community Service**
Date: **October 11, 2002**
Course Prefix & No.: CMSV 201

Course Title: **Community Service Practicum**
Note:
Request New Course Title: Volunteer Services Practicum
Credits: 1

Required by: **Community Service BA Major**
Community Service Minor
Selective in:
Elective in: **All program majors**
General Education:

Lecture:
Lecture/Lab:
Contact hours lecture:
Contact hours lab:

Current Catalog Description (include all prerequisites):
This course provides volunteer experience in the context of community service. The students will perform activities that equal at least 20 hours of community service, keep a reflective journal or portfolio, and write a final paper discussing what they have learned from the experience. It is repeatable for up to 8 credits and offered on a pass/fail basis only.

Proposed or New Catalog Description (include all prerequisites):
This course provides volunteer experience in the context of community service *and service learning*. The students will perform activities that equal at least *30* hours of *volunteer* service, keep a reflective journal or portfolio, and write a final paper discussing what they have learned from the experience. It is repeatable for up to 8 credits and offered on a pass/fail basis only.

Course Outcome Objectives: Civic involvement. Increased commitment to serving the broader community.

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

TO: Larry Strizich
    President, MSU-Northern Academic Senate

FROM: Roger Barber
    Provost

RE: The Revised Curriculum in Community Service

DATE: February 13, 2003

I have approved the revisions in the bachelor of arts degree in community
service.

I am sending you this memo, however, because I am concerned about the
paperwork that accompanied those revisions, and I think my concerns
should be shared with you and your colleagues on the Academic Senate. My
concerns are as follows:

> --the revisions included a new requirement that students in the
> program must complete a six-credit, community service cooperative
> education experience at the 479 level. No such course currently exists
> at MSU-Northern, however, and the documentation approved by the Senate
> did not include paperwork to create such a class. I have asked Will
> Rawn, the chair/dean of the College of Arts and Sciences, to correct
> that omission, and it is my understanding that he will prepare the
> necessary papers to establish the class, using the faculty curriculum
> process.
> --the "new program" description does not include the necessary
> upper division courses to satisfy the graduation requirements at
> Montana State University-Northern; and it does not include the
> necessary total credits to satisfy the graduation requirements at this
> institution. That information will have to be corrected by my office,
> so that a program of study can be reproduced in the official college
> catalogue.

If you have any questions about these concerns, I would be happy to try
and answer them.

Cc: Will Rawn