

# 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 # <u>03-10</u>	Title: <u>School Business Admin AAS Program Changes</u>
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(proposal explanation, submitter and college chair/dean signatures on attached program/degree or course revision form)

Signatures on original packet

Received by ACAD Senate Forwarded to Teacher Ed Council  Forwarded to Gen Ed Committee  Returned to ACAD Senate Forwarded to Curriculum Committee  Returned to ACAD Senate for Vote  Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting  Forwarded to Provost for Approval/Disapproval  Forwarded to Chancellor for Approval/Disapproval	Date <u>2/6/04</u>   <u>2/10/04</u>  <u>2/11/04</u>  <u>2/18/04</u> <u>2/24/04</u>  <u>2/25/04</u>  <u>3/2/04</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Approved _____</td> <td style="width: 50%; text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature</td> <td style="border-top: 1px solid black; text-align: center;">Date</td> </tr> <tr> <td style="width: 50%; text-align: center;">Approved _____</td> <td style="width: 50%; text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature</td> <td style="border-top: 1px solid black; text-align: center;">Date</td> </tr> <tr> <td style="width: 50%; text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="width: 50%; text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature <u>T. Wales</u></td> <td style="border-top: 1px solid black; text-align: center;">Date <u>2/10/04</u></td> </tr> <tr> <td style="width: 50%; text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="width: 50%; text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature <u>[Signature]</u></td> <td style="border-top: 1px solid black; text-align: center;">Date <u>2/17/04</u></td> </tr> <tr> <td style="width: 50%; text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="width: 50%; text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature <u>[Signature]</u></td> <td style="border-top: 1px solid black; text-align: center;">Date _____</td> </tr> <tr> <td style="width: 50%; text-align: center;">Approved _____</td> <td style="width: 50%; text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature <u>[Signature]</u></td> <td style="border-top: 1px solid black; text-align: center;">Date <u>3-1-04</u></td> </tr> <tr> <td style="width: 50%; text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="width: 50%; text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature <u>[Signature]</u></td> <td style="border-top: 1px solid black; text-align: center;">Date <u>3/2/04</u></td> </tr> </table>	Approved _____	Disapproved _____	Signature	Date	Approved _____	Disapproved _____	Signature	Date	Approved <input checked="" type="checkbox"/>	Disapproved _____	Signature <u>T. Wales</u>	Date <u>2/10/04</u>	Approved <input checked="" type="checkbox"/>	Disapproved _____	Signature <u>[Signature]</u>	Date <u>2/17/04</u>	Approved <input checked="" type="checkbox"/>	Disapproved _____	Signature <u>[Signature]</u>	Date _____	Approved _____	Disapproved _____	Signature <u>[Signature]</u>	Date <u>3-1-04</u>	Approved <input checked="" type="checkbox"/>	Disapproved _____	Signature <u>[Signature]</u>	Date <u>3/2/04</u>
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**PROGRAM/DEGREE REVISION FORM**

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

College College of Technical Sciences Program Area School Business Admin AAS Date 1-27-04

Submitter *[Signature]* signature Chair/Dean *[Signature]* signature Date 2.6.04

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

REMOVE BM 128 (course from Bozeman) FROM DEGREE -- LIST BM 225 IN SELECTIVES

CHANGES TOTAL CREDITS REQUIRED FOR DEGREE TO 66

Please provide in the space below a "before & 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.

**SCHOOL BUSINESS ADMINISTRATION AAS DEGREE**

**FRESHMAN YEAR**

**Courses to be taken Fall Semester**

BUS	100	Intro to Business	3
CIS	111	Integrated Bus. Applications	3
ENGL	111	Written Communication I	3
SPCH	141	Fund. Of Speech	3
		OR	
SPCH	142	Interpersonal Communication	3

**Courses to be taken Spring Semester**

ENGL	112	Written Communication II	3
MAS	232	Human Resource Mgmt.	3
MATH	112	College Algebra	3
		Selective	3

**Courses to be taken Summer Semester**

BUS	130	Public Sector Links	3
MAS	268	School Law I	3
		Selective	3

**SOPHOMORE YEAR**

**Courses to be taken Fall Semester**

ACCT	261	Prin. Of Accounting I	3
BM	225	**Risk Management	3
BUS	250	Business Statistics	3
		Gen Ed Dist (Area A)	3
		OR	
BM	128	**	3

**Courses to be taken Spring Semester**

ACCT	262	Prin. Of Accounting II	3
		Gen Ed Dist (Area B)	3
		Selective	3
		Selective	3

**Courses to be taken Summer Semester**

ACCT	270	Acct. for Non-Profit Organiz.	3
MAS	269	School Law II (Finance)	3
		Selective	3

**Select 15 credits from the following:**

BM	225	Risk Management.	3
MAS	104	Student Activity Programs	1
MAS	105	Pupil Transportation	1
MAS	106	Food Services	1
MAS	107	School Safety	1
MAS	108	Retirement System	1
		Advisor Approved Selectives	7

**FRESHMAN YEAR**

**Courses to be taken Fall Semester**

BUS	100	Intro to Business	3
CIS	111	Integrated Bus. Applications	3
ENGL	111	Written Communication I	3
SPCH	141	Fund. Of Speech	3
		OR	
SPCH	142	Interpersonal Communication	3

**Courses to be taken Spring Semester**

ENGL	112	Written Communication II	3
MAS	232	Human Resource Mgmt.	3
MATH	112	College Algebra	3
		Selective	3

**Courses to be taken Summer Semester**

BUS	130	Public Sector Links	3
MAS	268	School Law I	3
		Selective	3

**SOPHOMORE YEAR**

**Courses to be taken Fall Semester**

ACCT	261	Prin. Of Accounting I	3
BUS	250	Business Statistics	3
		Gen Ed Dist (Area A)	3

**Courses to be taken Spring Semester**

ACCT	262	Prin. Of Accounting II	3
		Gen Ed Dist (Area B)	3
		Selective	3
		Selective	3

**Courses to be taken Summer Semester**

ACCT	270	Acct. for Non-Profit Organiz.	3
MAS	269	School Law II (Finance)	3
		Selective	3

**Select 15 credits from the following:**

BM	225	Risk Management.	3
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MAS	107	School Safety	1
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		Advisor Approved Selectives	7

\*\* BM 225 - MSU-COT Great Falls Course

\*\* BM 128 - MSU-COT Great Falls Course

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