

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>06-07</u>	Title: <u>AUTO & WELDING CERTIFICATES TO APPLIED SCIENCE</u> CERTIFICATES OF APPLIED SCIENCE
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(proposal explanation, submitter and college chair/dean signatures on attached program/degree or course revision form)

Received by ACAD Senate Forwarded to Teacher Ed Council	Date <u>11/21/06</u>	Approved _____ Disapproved _____	
Forwarded to Gen Ed Committee	_____	Signature _____ Date _____ Approved _____ Disapproved _____	
Returned to ACAD Senate Forwarded to Curriculum Committee	Date <u>11/21/06</u>	Signature _____ Date _____ Approved _____ Disapproved _____	
Returned to ACAD Senate for Vote	Date <u>11/21/06</u>	Signature _____ Date _____ Approved <input checked="" type="checkbox"/> Disapproved _____	Date <u>11/21/06</u>
Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting	Date <u>11/27/06</u> <u>11/28/06</u>	Signature _____ Date _____ Approved <input checked="" type="checkbox"/> Disapproved _____	Date <u>11/28/06</u>
Forwarded to Provost for Approval/Disapproval	Date <u>11/30/06</u>	Signature _____ Date _____ Approved _____ Disapproved _____	Date <u>12/11/06</u>
Forwarded to Chancellor for Approval/Disapproval	Date <u>12/11/06</u>	Signature _____ Date _____ Approved _____ Disapproved _____	Date <u>12/11/06</u>
Copies sent to originating college and registrar's office C:/data/proposaltracking sheet ACAD 10 10 01	Date <u>12/12/06</u>		

MONTANA BOARD OF REGENTS

LEVEL II REQUEST FORM

Item No.:	- -R	Date of Meeting:	January 11-12, 2007
Institution:	Montana State University-Northern		
Program Title:	Certificates Of Applied Science		

Level II proposals require approval by the Board of Regents.

Level II action requested (check all that apply): Level II proposals entail substantive additions to, alterations in, or termination of programs, structures, or administrative or academic entities typically characterized by the (a) addition, reassignment, or elimination of personnel, facilities, or courses of instruction; (b) rearrangement of budgets, cost centers, funding sources; and (c) changes which by implication could impact other campuses within the Montana University System and community colleges. Board policy 303.1 indicates the curricular proposals in this category:

- 1. Change names of degrees (e.g. from B.A. to B.F.A.)
- 2. Implement a new minor or certificate where there is no major or no option in a major;
- 3. Establish new degrees and add majors to existing degrees;
- 4. Expand/extend approved mission; and
- 5. Any other changes in governance and organization as described in Board of Regents' Policy 218, such as formation, elimination or consolidation of a college, division, school, department, institute, bureau, center, station, laboratory, or similar unit.

Specify Request:

Montana Board of Regents' Policy 301.12, Undergraduate Degree Requirements: Associate Degrees and Certificates of Applied Science, adopted by the Board of Regents in May 2005, creates a Certificate of Applied Science as a new degree in the Montana University System. Before the adoption of that new policy, a Certificate was the only name for such a credential.

A name change for a degree program (i.e. Certificate to Certificate of Applied Science) ordinarily requires a Level II document with all of the supporting paperwork and information. This Level II request is being submitted without documentation to change the following Certificates to Certificates of Applied Science:

Automotive Technology
Welding Technology

Both of the Certificates of Applied Science listed above will remain the same. The name of the program and the number of credits in the program will remain the same. The only change that is requested is the name of the degree which will become a Certificate of Applied Science.

