

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. Arts & Sciences, Education and Nursing; 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) 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 Dean of the submitting college who then notifies the originator.)

Proposal # <u>0870</u>	Title: <u>Meet CMSU3XX</u>
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(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)

	Date					
Received by ACAD Senate	<u>2-13-09</u>		Approved	_____	Disapproved	_____
Forwarded to Teacher Ed Council	_____		Signature	_____	Date	_____
Forwarded to Gen Ed Committee	<u>2-17-09</u>	NA	Approved	_____	Disapproved	_____
			Signature	<u>[Signature]</u>	Date	<u>3/16/09</u>
Returned to ACAD Senate	<u>3-09-09</u>		Approved	_____	Disapproved	_____
Forwarded to Curriculum Committee	<u>3/12/09</u>		Signature	<u>[Signature]</u>	Date	_____
Returned to ACAD Senate for Vote	<u>3-18-09</u>		Approved	_____	Disapproved	_____
			Signature	<u>[Signature]</u>	Date	<u>3-27-09</u>
Sent to Provost's office for Full Faculty vote	_____		Approved	_____	Disapproved	_____
Voted on at Full Faculty meeting	_____		Signature	_____	Date	_____
Forwarded to Provost for Approval/Disapproval	<u>3-30-09</u>		Approved	_____	Disapproved	_____
			Signature	_____	Date	_____
Forwarded to Chancellor for Approval/Disapproval	_____		Approved	_____	Disapproved	_____
			Signature	_____	Date	_____
Copies sent to originating college and registrar's office	_____					

COURSE REVISION FORM

NEW _____ DROPPED _____ MAJOR REVISION X FOR INFORMATION ONLY _____

College COAS Program Area Comm.Svc/Community Leadership Date Nov 3, 2008

Submitter _____ Dean _____ Date _____
Signature Signature (indicates "college" level approval)

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

The purpose of the name change is to bring the course name into alignment with the proposed change in the name of the major.

Please provide the following information:

College: COAS
Program Area: Community Service, proposed renaming to Community Leadership
Date: November 3, 2008
Course Prefix & No.: CMSV401

Course Title: Community Service Seminar to be renamed Seminar in Community Leadership
Credits: 3

Required by: Community Service/Community Leadership major

Selective in: Liberal Studies BA major
Elective in:
General Education:

Lecture: X
Lecture/Lab:
Gradable Lab:
Contact hours lecture: 3
Contact hours lab:

Current Catalog Description (include all prerequisites):

Examination of the professional, ethical, economic, cultural and social issues in community service. Capstone course for community service majors. Prerequisite: Junior standing or permission of instructor.

Proposed or New Catalog Description (include all prerequisites):

Examination of the professional, ethical, economic, cultural and social issues in community leadership. Capstone course for community leadership majors.

Course Outcome Objectives:

Students will

1. Demonstrate a working knowledge of governmental and non-profit organizations in Northcentral Montana through specific project analysis and planning.
2. Reference basic principles of social action and social change in addressing a community need.
3. Apply skills in fundraising, grant-seeking and/or project development.
4. Integrate study of concepts related to promotions of, and advocacy for, non-profit services.
5. Integrate research and evaluation concepts into program development.

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources. No need for additional resources anticipated.

Updated 09/29/05

COURSE REVISION FORM

NEW X DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College COAS Program Area Comm Svc/Community Leadership Date Nov 3, 2008

Submitter _____ Dean _____ Date _____
Signature Signature (indicates "college" level approval)

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

This course and the proposed CMSV3XX Assessment and Design of Community Programs will replace CMSV302 Community Service Research. In doing so, students will be better prepared as professionals in community leadership to address organizational program development needs.

Please provide the following information:

College: COAS
Program Area: Community Service, proposed renaming to Community Leadership
Date: November 3, 2008
Course Prefix & No.: CMSV3XX

Course Title: Evaluation of Community-Based Programs
Credits: 3

Required by: Community Service/Community Leadership major

Selective in: Liberal Studies BA major
Community Service/Community Leadership minor

Elective in:
General Education:

Lecture: X
Lecture/Lab:
Gradable Lab:
Contact hours lecture: 3
Contact hours lab:

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):

CMSV3XX provides an overview of key concepts and skills related to evaluation process and outcomes of public sector and non-profit program. Topics focus on common qualitative and quantitative methods for data collection, work plans and timelines, budgets, and other practical issues related to both formative and summative evaluation. Pre-requisite junior standing or permission of the instructor; CMSV3XX Assessment and Design

Course Outcome Objectives:

1. To demonstrate understanding of evaluation practices commonly used by practitioners in the helping professions.
2. To design an evaluation plan for a community organization based on a previously developed logic model
3. To conduct a simple program evaluation.

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources. No need for additional resources anticipated.

Updated 09/29/05