

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

Proposal # 13-17	Title: Certificate of Applied Science in Electrical Technology - New
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(Proposal explanation, submitter and college dean signatures on attached program/degree or course revision form.)

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 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 transmittal e-mail will be sent to the Recording Secretary of the receiving committee, cc Provost's Administrative Assistant, by the Academic Senate Secretary. 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 originator may request that the item be forwarded to the next body for consideration. The committee will provide written rationale to the originator, via the Academic Senate, when a proposal is disapproved and the proposal is returned to the originator. Upon completion of committee action, the proposal will be returned to the Academic Senate Secretary, and a transmittal e-mail sent by the Committee Recorder to the Senate Secretary, cc Provost's Administrative Assistant.
4. The Academic Senate considers the proposal and recommends approval or disapproval. If approved, the proposal is forwarded to the Provost for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration, utilizing the procedures set forth in the Senate Bylaws. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
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. 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 is also available on the web page:
<http://www.msun.edu/admin/provost/forms.htm>

*******(If a proposal is disapproved at any level, it is returned through the Academic Senate secretary and the Senate President, 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
*Abstract received by Senate Secretary		Copy to Senate President. Forward to Provost.						
*Provost		<input type="checkbox"/> Abstract Approved <input type="checkbox"/> Disapproved						
Received by Senate Secretary	01/14/14	Tracking form initiated	<i>Carrolla Cannon</i>	01-14-14		Gen Ed Committee	01/15/14	01/15/14
General Education Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Curriculum Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Academic Senate		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Chancellor		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
NWCCU		<input type="checkbox"/> Approved <input type="checkbox"/> 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.

***Abstract and pre-approval required for new programs ONLY.**

Academic Senate Form 1 (Revised 3/21/2012)

October 24, 2013

To: Larry Strizich

From: Trygve 'Spike' Magelssen

Subject: Board of Regents approved Certificate of Applied Science in Electrical Technology

Dear Sir:

I respectfully submit a recommendation to add a Board of Regents Certificate of Applied Science in Electrical Technology to our Electrical Technology program. It is my belief that a certificate portion of our program will enhance and proliferate MSU-Northern program availability without the addition of extra classes or expense due to the curriculum being the same classes already offered in the first year of the Associates of Applied Science degree program. The certificate program will provide a means of learning basic electrical theory, fundamental knowledge, and hands-on skills pertaining to the field of electricity, in one year, to students in other disciplines, graduates of other programs, individuals interested in only a one-year stay or those students interested in staying in school for another year for whatever reason.

This program will also supplement a well-rounded knowledge for those pursuing careers in other fields, those interested in industrial technology, business, sales, or employment in the electrical, plumbing, carpentry trades, and education. Availability of a certificate in electrical technology can provide a mechanism for individuals who want a certificate in all four of the COTS trades programs with the possibility of being hired by or becoming a general contractor.

I have revised the curriculum to meet the General Education requirements of communications and have submitted a request for course revision in the Electrical Code-Codeology (ELEC 103) to meet the needs for interpersonal communications between the electrician and various Authorities Having Jurisdiction (AHJ)s. The program has been prepared to have the prerequisite fundamentals classes, along with the First Aid and CPR and the Writing 108 class in the first semester and requires Conduit Raceways, and Code Calculations (ELEC 236) along with Meters and Motors (ELEC 111) to be taken in the Spring semester. I believe the course load would be acceptable at 16 credits the first semester and 17 credits the second semester.

Respectfully yours in service,

A handwritten signature in black ink, appearing to read 'Trygve C. Magelssen', with a long horizontal flourish extending to the right.

Trygve C. Magelssen

Lourdes Caven

From: Lourdes Caven
Sent: Wednesday, November 20, 2013 8:17 AM
To: Andrew Johnson; Barbara Zuck; 'Bruce Mansfield (bmansfield@msun.edu)'; 'Byron Ophus'; Dustin Falk; 'Greg Kegel'; 'Gregory Clouse'; James Kirkpatrick; 'Jay Howland'; Jeremy Hofman; Jeremy Siemens; 'Kevin Carlson'; 'Kevin Johnson'; 'Krista Milligan'; 'Lanny Wilke'; 'Larry Strizich'; Lorren Schlotfeldt; Lourdes Caven; Mary Brown; 'Mary Verploegen'; Paul Dettmann; Rodney Ridenour; 'Steven Don'; 'Tom Welch'; Trygve "Spike" Magelssen; 'Virgil Hawkinson'; 'Wane Boysun'; 'William Danley'; William Taylor
Subject: New Proposal Request #2
Attachments: Electrical Certificate New Program-Degree Request.pdf

Tracking:	Recipient	Response
	Andrew Johnson	Approve: 11/20/2013 12:07 PM
	Barbara Zuck	Reject: 11/20/2013 8:27 AM
	'Bruce Mansfield (bmansfield@msun.edu)'	
	'Byron Ophus'	
	Dustin Falk	Approve: 11/20/2013 11:12 AM
	'Greg Kegel'	
	'Gregory Clouse'	
	James Kirkpatrick	Approve: 11/20/2013 8:36 AM
	'Jay Howland'	
	Jeremy Hofman	
	Jeremy Siemens	
	'Kevin Carlson'	
	'Kevin Johnson'	
	'Krista Milligan'	
	'Lanny Wilke'	
	'Larry Strizich'	
	Lorren Schlotfeldt	Approve: 11/20/2013 8:19 AM
	Lourdes Caven	
	Mary Brown	
	'Mary Verploegen'	
	Paul Dettmann	
	Rodney Ridenour	Approve: 11/20/2013 12:14 PM
	'Steven Don'	
	'Tom Welch'	
	Trygve "Spike" Magelssen	Approve: 11/20/2013 9:08 AM
	'Virgil Hawkinson'	
	'Wane Boysun'	
	'William Danley'	
	William Taylor	
	Byron Ophus	Approve: 11/20/2013 8:29 AM

Recipient	Response
Lanny Wilke	Approve: 11/20/2013 8:32 AM
Steven Don	Approve: 11/20/2013 8:51 AM
Mary Verploegen	Approve: 11/20/2013 10:34 AM
Larry Strizich	Approve: 11/20/2013 11:00 AM
Wane Boysun	Approve: 11/20/2013 4:00 PM
William Danley	Approve: 11/21/2013 9:55 AM
Krista Milligan	Approve: 11/21/2013 12:58 PM
Jay Howland	Approve: 12/2/2013 3:48 PM

Please disregard my first email regarding the electrical certificate. There was a correction made on the Elementary Technical Writing course prefix. Here are the updated forms. Please use the attached voting buttons above to vote. Thank you

Lourdes Caven

Lourdes N. Caven
 Administrative Associate III
 College of Technical Sciences
 Montana State University - Northern
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 Havre, MT 59501
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