

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

Proposal # 14-1

Title: Community Leadership Program Revision 2014

(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.
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
*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	11-14-14	Tracking form initiated	Senades Caron	11-14-14		Curriculum	11-24-14	
General Education Committee (if applicable)	1	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Curriculum Committee (if applicable)	11-25-14	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Byron LC	11-25-14		Senate	11-25-14	
Academic Senate	11-25-14	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Provost	12-9-14		Provost	12-15-14	
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost	12-19-14	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Wm. J. Rugg	12-23-14		Chancellor	12-23-14	
Chancellor	12-24-14	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Dwight O. Kuhl	12-24-14		MSU	12-24-14	
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Approval Not required					
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Approval Not required					
NWCCU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Approval Not required					
Provost		Advise originating college and Academic Senate of status. Update Web page.	Moving information to Registrar's Office				4-9-15	
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)

May 21-22, 2015**167-2801+R0515****ITEM****B.A. Community Leadership and Minor in Community Leadership**

THAT

Montana State University Northern requests permission to make a change in course description for the Community Leadership course Nonprofit Grant Writing.

EXPLANATION

MSUN would like to update the course description listing all pre-requisites for the course in Community Leadership: Nonprofit Grant Writing. This course teaches students how to identify funding needs and priorities, research grant-giving organizations, identify potential funding agencies, develop proposals, preparation and submission of grant applications, techniques for approaching grant-giving organizations and management of grants.

ATTACHMENTS

Academic Proposal Request Form
Curriculum Proposal Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: 167-2801+R0515

Meeting Date: May 21-22, 2015

Institution: Montana State University Northern

CIP Code: 44.0201

Program Title: B.A. Community Leadership and Minor in Community Leadership

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the Academic, Research and Student Affairs Handbook.

 A. Notifications:

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

- 1a. **Placing a program into moratorium (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)**
- 1b. **Withdrawing a program from moratorium**
- 2. **Intent to terminate an existing major, minor, option or certificate – Step 1 (Phase I Program Termination Checklist)**
- 3. **Campus Certificates (CAS/AAS)-Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**
- 4. **BAS/AA/AS Area of Study**

 X **B. Level I:**

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

- 1. **Re-titling an existing major, minor, option or certificate**
- 2. **Adding a new minor or certificate where there is a major or an option in a major (Curriculum Proposal Form)**
- 3. **Merging or re-titling a department**
- X 4. **Revising a program (Curriculum Proposal Form)**
- 5. **Distance or online delivery of an existing degree or certificate program**
- 6. **Terminating an existing major, minor, option or certificate – Step 2 (Completed Program Termination Checklist and updated catalog)**

 Temporary Certificate or AAS Degree Program

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

C. Level I with Level II Documentation:

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

1. Adding an option within an existing major or degree (Curriculum Proposal Form)

2. Consolidating existing programs and/or degrees (Curriculum Proposal Form)

D. Level II:

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

1. Re-titling a degree (ex. From B.A. to B.F.A) (Curriculum Proposal Form)

2. Adding a new minor or certificate where there is no major or option in a major (Curriculum Proposal Form)

3. Establishing a new degree or adding a major or option to an existing degree (Curriculum Proposal Form)

4. Forming, eliminating or consolidating a college, division, school department, institute, bureau, center, station, laboratory or similar unit (Curriculum Proposal Form or Center Proposal Form)

5. Re-titling a college, division, school department, institute, bureau, center, station, laboratory or similar unit (Curriculum Proposal Form or Center Proposal Form)

Specify Request:

Program Revision, Community Leadership major and minor:

The Community Leadership is increasingly requested to be offered online by place-bound professionals wishing to complete coursework online. In Fall 2014, three current Community Leadership majors are enrolled in course work exclusively online. The Community Leadership minor has grown in popularity over the past three years, a minor of choice for Liberal Studies and Criminal Justice students as well as a small number of students choosing other majors.

With the implementation of the Bachelor of Science Criminal Justice degree program, the demand for Community Leadership courses to be available online has increased to the point that online sections have been added for CMLD101 Introduction to Community Leadership, CMLD260 Foundations on Nonprofit Service, COMX412 Conflict Management, and PSCI411 Nonprofit Grant Writing each year. Currently, sufficient coursework is available online at MSU Northern to satisfy all bachelor degree general education requirements throughout the Montana University System. Sufficient additional electives are also available online for students to be able to complete the degree entirely online.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Most courses required for a Community Leadership degree are already available for online delivery, including all courses required to complete the Community Leadership minor. Coursework has been provided through online and alternate delivery since 2009. For the past, all three online sections of Community Leadership-related courses that have been offered online have filled beyond original course caps.

Several additional program revisions are included in this request, specifically:

Three upper-division course descriptions have been revised to include prerequisites they are:

- Assessment and Design of Community Programs
- Concepts in Community Leadership
- Nonprofit Grant Writing
-

One course, CMLD3XX Community Development Concepts and Practices, has been added as a requirement for the Community Leadership major.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

1. Overview

This specific course revision request seeks to add a prerequisite to PSCI 411: Nonprofit Grant Writing at Montana State University- Northern.

2. Provide a one paragraph description of the proposed program. Be specific about what degree, major, minor or option is sought.

Students enrolling in PSCI 411: Nonprofit Grant Writing will be required to have successfully completed CMLD 260: Foundations of Nonprofit Service. PSCI 411 Nonprofit Grant Writing is a requirement for students seeking a bachelor's degree in Community Leadership, a selective for students seeking a bachelor's degree in Liberal Studies, and a selective for students seeking a minor in Community Leadership.

3. Need**A. To what specific need is the institution responding in developing the proposed program?**

CMLD 260 provides a theoretical and historical base to nonprofit service and the organizational structure of nonprofit services in rural areas. The course emphasizes the development of skills related to service in nonprofit agencies and community building, and explores the dynamics of professional careers in nonprofit agencies

Instruction in PSCI 411 Nonprofit Grant Writing presumes prior mastery of basic planning skills introduced in CMLD 260.

B. How will students and any other affected constituencies be served by the proposed program?

Students who have completed the proposed prerequisites (CMLD 260) will be better positioned to excel in PSCI 411: Nonprofit Grant Writing.

By successfully completing PSCI 411 Nonprofit Grant Writing, students will:

1. Demonstrate an understanding of the essential role grant writing plays in the funding of nonprofit agencies.
2. Demonstrate an understanding of grants management processes in nonprofit organizations.
3. Define essential grant writing terminology and explain the steps involved in grant writing process.
4. Reflect basic skills of collaborative planning and problem solving in the identification of funding needs, setting priorities, and developing proposals.
5. Apply grant writing and collaboration skills in a joint grant writing project.

Demonstrate grant writing abilities in preparing a simple grant application.

C. What is the anticipated demand for the program? How was this determined?

N/A

**Montana Board of Regents
CURRICULUM PROPOSAL FORM**

4. Institutional and System Fit

A. What is the connection between the proposed program and existing programs at the institution?

Since the implementation of the Bachelor of Science Criminal Justice degree program, the demand for Community Leadership courses to be available online has increased to the point that online sections have been added for CMLD 101 Introduction to Community Leadership, CMLD 260 Foundations on Nonprofit Service, COMX 412 Conflict Management, and PSCI 411 Nonprofit Grant Writing each year. Currently, sufficient coursework is available online at MSU Northern to satisfy all bachelor degree general education requirements throughout the Montana University System. Sufficient additional electives are also available online for students to be able to complete the degree entirely online.

B. Will approval of the proposed program require changes to any existing programs at the institution? If so, please describe.

N/A

C. Describe what differentiates this program from other, closely related programs at the institution (if appropriate).

N/A

D. How does the proposed program serve to advance the strategic goals of the institution?

N/A

E. Describe the relationship between the proposed program and any similar programs within the Montana University System. In cases of substantial duplication, explain the need for the proposed program at an additional institution. Describe any efforts that were made to collaborate with these similar programs; and if no efforts were made, explain why. If articulation or transfer agreements have been developed for the substantially duplicated programs, please include the agreement(s) as part of the documentation.

N/A

5. Program Details

A. Provide a detailed description of the proposed curriculum. Where possible, present the information in the form intended to appear in the catalog or other publications. NOTE: In the case of two-year degree programs and certificates of applied science, the curriculum should include enough detail to determine if the characteristics set out in Regents' Policy 301.12 have been met.

Identification of funding needs and priorities, researching grant-giving organizations, identification of potential funding agencies, development of proposals, preparation and submission of grant applications, techniques for approaching grant-giving organizations, responses to decisions made by granting organizations, and management of grants. Prerequisite: CMLD 260 or permission of instructor.

B. Describe the planned implementation of the proposed program, including estimates of numbers of students at

Montana Board of Regents
CURRICULUM PROPOSAL FORM

each stage.

N/A

6. Resources

A. Will additional faculty resources be required to implement this program? If yes, please describe the need and indicate the plan for meeting this need.

N/A

B. Are other, additional resources required to ensure the success of the proposed program? If yes, please describe the need and indicate the plan for meeting this need.

N/A

7. Assessment

How will the success of the program be measured?

There will be no change to the method of measuring student success as a result of adding the requested prerequisite.

8. Process Leading to Submission

Describe the process of developing and approving the proposed program. Indicate, where appropriate, involvement by faculty, students, community members, potential employers, accrediting agencies, etc.

N/A

May 21-22, 2015

ITEM 167-2802+R0515

B.A. Community Leadership and Minor in Community Leadership

THAT

Montana State University Northern requests permission to offer an additional course for Community Leadership majors.

EXPLANATION

MSUN would like to enhance Community Leadership majors' education by offering an additional course entitled Community Development Concepts and Practices. This new course will be designed to provide Community Leadership majors with perspective and skills in the process of community growth and development.

ATTACHMENTS

Academic Proposal Request Form
Curriculum Proposal Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: 167-2802+R0515Meeting Date: May 21-22, 2015Institution: Montana State University NorthernCIP Code: 44.0201Program Title: B.A. Community Leadership and Minor in Community Leadership

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the Academic, Research and Student Affairs Handbook.

 A. Notifications:

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

- 1a. **Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)
- 1b. **Withdrawing a program from moratorium**
2. **Intent to terminate an existing major, minor, option or certificate – Step 1** (Phase I Program Termination Checklist)
3. **Campus Certificates (CAS/AAS)-Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**
4. **BAS/AA/AS Area of Study**

 X B. Level I:

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

1. **Re-titling an existing major, minor, option or certificate**
2. **Adding a new minor or certificate where there is a major or an option in a major** (Curriculum Proposal Form)
3. **Merging or re-titling a department**
- X** 4. **Revising a program** (Curriculum Proposal Form)
5. **Distance or online delivery of an existing degree or certificate program**
6. **Terminating an existing major, minor, option or certificate – Step 2** (Completed Program Termination Checklist and updated catalog)

 Temporary Certificate or AAS Degree Program

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

C. Level I with Level II Documentation:

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

1. Adding an option within an existing major or degree (Curriculum Proposal Form)

2. Consolidating existing programs and/or degrees (Curriculum Proposal Form)

D. Level II:

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

1. Re-titling a degree (ex. From B.A. to B.F.A) (Curriculum Proposal Form)

2. Adding a new minor or certificate where there is no major or option in a major (Curriculum Proposal Form)

3. Establishing a new degree or adding a major or option to an existing degree (Curriculum Proposal Form)

4. Forming, eliminating or consolidating a college, division, school department, institute, bureau, center, station, laboratory or similar unit (Curriculum Proposal Form or Center Proposal Form)

5. Re-titling a college, division, school department, institute, bureau, center, station, laboratory or similar unit (Curriculum Proposal Form or Center Proposal Form)

Specify Request:

Program Revision, Community Leadership major and minor:

The Community Leadership is increasingly requested to be offered online by place-bound professionals wishing to complete coursework online. In Fall 2014, three current Community Leadership majors are enrolled in course work exclusively online. The Community Leadership minor has grown in popularity over the past three years, a minor of choice for Liberal Studies and Criminal Justice students as well as a small number of students choosing other majors.

With the implementation of the Bachelor of Science Criminal Justice degree program, the demand for Community Leadership courses to be available online has increased to the point that online sections have been added for CMLD101 Introduction to Community Leadership, CMLD260 Foundations on Nonprofit Service, COMX412 Conflict Management, and PSCI411 Nonprofit Grant Writing each year. Currently, sufficient coursework is available online at MSU Northern to satisfy all bachelor degree general education requirements throughout the Montana University System. Sufficient additional electives are also available online for students to be able to complete the degree entirely online.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Most courses required for a Community Leadership degree are already available for online delivery, including all courses required to complete the Community Leadership minor. Coursework has been provided through online and alternate delivery since 2009. For the past, all three online sections of Community Leadership-related courses that have been offered online have filled beyond original course caps.

Several additional program revisions are included in this request, specifically:

Three upper-division course descriptions have been revised to include prerequisites they are:

- Assessment and Design of Community Programs
- Concepts in Community Leadership
- Nonprofit Grant Writing
-

One course, CMLD3XX Community Development Concepts and Practices, has been added as a requirement for the Community Leadership major.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

1. Overview

CMLD 3XX is proposed to be added as an upper-division course which would be required of Community Leadership majors and would be a selective for Community Leadership minors.

2. Provide a one paragraph description of the proposed program. Be specific about what degree, major, minor or option is sought.

CMLD 3XX Community Development Concepts and Practices is a proposed additional course requirement for Community Leadership majors and as an upper-division selective for Community Leadership minors at MSU Northern and is designed to strengthen student understanding and experience in applying systems concepts to nonprofit organization and management.

3. Need

A. To what specific need is the institution responding in developing the proposed program?

A survey of nonprofit employers indicated a need for the Community Leadership degree curriculum to strengthen student preparation in understanding and applying community development skills on a systems level, a need previously perceived by the faculty but which could only be introduced in existing coursework. The CMLD 3XX Community Development Concepts and Practices course is designed to address that need.

B. How will students and any other affected constituencies be served by the proposed program?

In the existing curriculum, Community Leadership majors often are required to take upper division course electives to satisfy the institutional upper division course requirements to graduate. The addition of this upper-division course will reduce the upper-division electives available to those students.

C. What is the anticipated demand for the program? How was this determined?

The demand for this course is anticipated to be limited to Community Leadership majors, to meet graduation requirements, and Community Leadership minors, who may choose the course to satisfy an upper division Community Leadership selective. It is anticipated that the course will be offered biannually, in the Fall.

4. Institutional and System Fit

A. What is the connection between the proposed program and existing programs at the institution?

The proposed course is designed to strengthen the Community Leadership degree curriculum.

B. Will approval of the proposed program require changes to any existing programs at the institution? If so, please describe.

No impact on other existing programs are anticipated

C. Describe what differentiates this program from other, closely related programs at the institution (if appropriate).

Montana Board of Regents
CURRICULUM PROPOSAL FORM

N/A

D. How does the proposed program serve to advance the strategic goals of the institution?

In strengthening the Community Leadership degree curriculum, the proposed course will enhance the University core themes related to professional preparation of students.

E. Describe the relationship between the proposed program and any similar programs within the Montana University System. In cases of substantial duplication, explain the need for the proposed program at an additional institution. Describe any efforts that were made to collaborate with these similar programs; and if no efforts were made, explain why. If articulation or transfer agreements have been developed for the substantially duplicated programs, please include the agreement(s) as part of the documentation.

There are not similar undergraduate programs to the MSU Northern Community Leadership degree program within the Montana University System.

5. Program Details

A. Provide a detailed description of the proposed curriculum. Where possible, present the information in the form intended to appear in the catalog or other publications. NOTE: In the case of two-year degree programs and certificates of applied science, the curriculum should include enough detail to determine if the characteristics set out in Regents' Policy 301.12 have been met.

An investigation of concepts, models and perspectives of community development practice. Explores social, cultural, religious, political, economic and environmental aspects that affect community development practice. Asset-based and sustainable human development models and action research are emphasized. Prerequisite: CMLD 260

The objectives of this course are to offer the knowledge and skills you will need to:

Understand and explain how systems form the foundation of community and economic development policy and practice;

Explain key concepts and think critically about the core elements of substantive issues in community development;

Understand and apply the basic elements of a community development process to encourage participation and decision-making informed by multiple perspectives and sources of information; and

Identify and evaluate available resources related to community development practice and the wide range of topics that may be addressed by those working in areas linking community, environment, and development.

B. Describe the planned implementation of the proposed program, including estimates of numbers of students at each stage.

Given current numbers of Community Leadership majors and anticipated Community Leadership minors to take the course, it is estimated that 15-20 students will enroll in this course every other year. Those numbers are anticipated to grow as the degree program is implemented online.

6. Resources

A. Will additional faculty resources be required to implement this program? If yes, please describe the need and indicate the plan for meeting this need.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

It is estimated that current faculty will be able to teach the proposed course.

B. Are other, additional resources required to ensure the success of the proposed program? If yes, please describe the need and indicate the plan for meeting this need.

No additional resources will be required to ensure the success of the proposed course.

7. Assessment

How will the success of the program be measured?

Success in the proposed course will be measured by evaluation of student submissions and based on stated course outcome objectives.

8. Process Leading to Submission

Describe the process of developing and approving the proposed program. Indicate, where appropriate, involvement by faculty, students, community members, potential employers, accrediting agencies, etc.

The proposed course is the outcome of discussions with employers and potential employers and potential employers, faculty and the Dean of the College of Education, Arts & Sciences and Nursing at MSU Northern during the Spring 2014.

May 21-22, 2015

ITEM 167-2803+R0515

B.A. Community Leadership and Minor in community Leadership

THAT

Montana State University Northern requests permission to make a change in course description for the Community Leadership course Assessment and Design of Community Programs (CMLD 355).

EXPLANATION

MSUN would like to update the course description listing all pre-requisites for the course in Community Leadership: Assessment and Design. Community Leadership courses offered online are increasingly requested by working professionals as a way to increase their knowledge. Assessment and Design focuses on skills and techniques related to analyzing need and proposing changes to existing or potential community-based programs.

ATTACHMENTS

Academic Proposal Request Form
Curriculum Proposal Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: 167-2803+R0515Meeting Date: May 21-22, 2015Institution: Montana State University NorthernCIP Code: 44.0201Program Title: B.A. Community Leadership and Minor in Community Leadership

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Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

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Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

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Montana Board of Regents
CURRICULUM PROPOSAL FORM

1. Overview

This specific course revision request seeks to add the prerequisite of CMLD 260: Foundations of Nonprofit Service to CMLD 355: Assessment and Design of Community Programs, a requirement in the Community Leadership bachelor's degree at MSU-Northern.

2. Provide a one paragraph description of the proposed program. Be specific about what degree, major, minor or option is sought.

The course, CMLD 355-Assessment and Design of Community Programs, focuses on skills and techniques related to analyzing need and proposing changes to existing or potential community-based programs. The course content introduces concepts related to analysis, integrates application of assessment techniques and use of planning tools in order to understand and assess program needs, resulting in a program development proposal. Prerequisite: CMLD 260 or permission of the instructor.

The course, CMLD 260-Foundations of Non-Profit Service, provides a theoretical and historical base to nonprofit service and the organizational structure of nonprofit services in rural areas. The course emphasizes the development of skills related to service in nonprofit agencies and community building, and explores the dynamics of professional careers in nonprofit agencies.

3. Need**A. To what specific need is the institution responding in developing the proposed program?**

The Community Leadership is increasingly requested to be offered online by place-bound professionals wishing to complete coursework online. Fall 2014, three current Community Leadership majors were enrolled in course work exclusively online. The Community Leadership minor has grown in popularity over the past three years, a minor of choice for Liberal Studies and Criminal Justice students as well as a small number of students choosing other majors.

The instruction in CMLD 355: Assessment and Design of Community Programs is built upon knowledge and skills introduced in CMLD 260: Foundations of Nonprofit Service.

B. How will students and any other affected constituencies be served by the proposed program?

In this course, students will demonstrate ability to:

Research, analyze and propose a strategic development plan for a non-profit program;

Reference basic principles of social action and social change, and service-oriented leadership in addressing community needs:

Apply skills in project development as they relate to non-profit organizations to develop asset-mapping and complete a simple assessment of a nonprofit program; and

Participate in a community-based assessment effort.

Students who have completed the proposed prerequisite will be better positioned to excel in CMLD 355: Assessment and Design of Community Programs.

C. What is the anticipated demand for the program? How was this determined?

N/A

4. Institutional and System Fit**A. What is the connection between the proposed program and existing programs at the institution?**

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CURRICULUM PROPOSAL FORM

Since the implementation of the Bachelor of Science Criminal Justice degree program, the demand for Community Leadership courses to be available online has increased to the point that online sections have been added for CMLD 101 Introduction to Community Leadership, CMLD 260 Foundations on Nonprofit Service, COMX 412 Conflict Management, and PSCI 411 Nonprofit Grant Writing each year. Currently, sufficient coursework is available online at MSU Northern to satisfy all bachelor degree general education requirements throughout the Montana University System. Sufficient additional electives are also available online for students to be able to complete the degree entirely online.

- B. Will approval of the proposed program require changes to any existing programs at the institution? If so, please describe.**

No

- C. Describe what differentiates this program from other, closely related programs at the institution (if appropriate).**

N/A

- D. How does the proposed program serve to advance the strategic goals of the institution?**

The proposed change will enhance student ability to achieve the objectives of the program.

- E. Describe the relationship between the proposed program and any similar programs within the Montana University System. In cases of substantial duplication, explain the need for the proposed program at an additional institution. Describe any efforts that were made to collaborate with these similar programs; and if no efforts were made, explain why. If articulation or transfer agreements have been developed for the substantially duplicated programs, please include the agreement(s) as part of the documentation.**

N/A

5. Program Details

- A. Provide a detailed description of the proposed curriculum. Where possible, present the information in the form intended to appear in the catalog or other publications. NOTE: In the case of two-year degree programs and certificates of applied science, the curriculum should include enough detail to determine if the characteristics set out in Regents' Policy 301.12 have been met.**

The course, CMLD 355-Assessment and Design of Community Programs, focuses on skills and techniques related to analyzing need and proposing changes to existing or potential community-based programs. The course content introduces concepts related to analysis, integrates application of assessment techniques and use of planning tools in order to understand and assess program needs, resulting in a program development proposal. Prerequisite: CMLD 260 or permission of the instructor.

- B. Describe the planned implementation of the proposed program, including estimates of numbers of students at each stage.**

N/A

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6. Resources

A. Will additional faculty resources be required to implement this program? If yes, please describe the need and indicate the plan for meeting this need.

No

B. Are other, additional resources required to ensure the success of the proposed program? If yes, please describe the need and indicate the plan for meeting this need.

no

7. Assessment

How will the success of the program be measured?

There will be no change to the method of measuring success as a result of adding a prerequisite.

8. Process Leading to Submission

Describe the process of developing and approving the proposed program. Indicate, where appropriate, involvement by faculty, students, community members, potential employers, accrediting agencies, etc.

N/A

May 21-22, 2015

ITEM 167-2804+R0515

B.A. Community Leadership and Minor in Community Leadership

THAT

Montana State University Northern requests permission to make a change in course description for the Community Leadership course Concepts in Community Leadership.

EXPLANATION

MSUN would like to update the course description listing all pre-requisites for the course in Community Leadership: Concepts in Community Leadership. This course provides an overview of social and philosophical concepts that inform leaders in community development, human services and related professional services to the community.

ATTACHMENTS

Academic Proposal Request Form
Curriculum Proposal Form

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: 167-2804+R0515

Meeting Date: May 21-22, 2015

Institution: Montana State University Northern

CIP Code: 44.0201

Program Title: B.A. Community Leadership and Minor in Community Leadership

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the Academic, Research and Student Affairs Handbook.

 A. Notifications:

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

 1a. Placing a program into moratorium (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

 1b. Withdrawing a program from moratorium

 2. Intent to terminate an existing major, minor, option or certificate – Step 1 (Phase I Program Termination Checklist)

 3. Campus Certificates (CAS/AAS)-Adding, re-titling, terminating or revising a campus certificate of 29 credits or less

 4. BAS/AA/AS Area of Study

 X **B. Level I:**

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

 1. Re-titling an existing major, minor, option or certificate

 2. Adding a new minor or certificate where there is a major or an option in a major (Curriculum Proposal Form)

 3. Merging or re-titling a department

 X **4. Revising a program** (Curriculum Proposal Form)

 5. Distance or online delivery of an existing degree or certificate program

 6. Terminating an existing major, minor, option or certificate – Step 2 (Completed Program Termination Checklist and updated catalog)

 Temporary Certificate or AAS Degree Program

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ACADEMIC PROPOSAL REQUEST FORM

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

 C. Level I with Level II Documentation:

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

 1. Adding an option within an existing major or degree (Curriculum Proposal Form)

 2. Consolidating existing programs and/or degrees (Curriculum Proposal Form)

 D. Level II:

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

 1. Re-titling a degree (ex. From B.A. to B.F.A) (Curriculum Proposal Form)

 2. Adding a new minor or certificate where there is no major or option in a major (Curriculum Proposal Form)

 3. Establishing a new degree or adding a major or option to an existing degree (Curriculum Proposal Form)

 4. Forming, eliminating or consolidating a college, division, school department, institute, bureau, center, station, laboratory or similar unit (Curriculum Proposal Form or Center Proposal Form)

 5. Re-titling a college, division, school department, institute, bureau, center, station, laboratory or similar unit (Curriculum Proposal Form or Center Proposal Form)

Specify Request:

Program Revision, Community Leadership major and minor:

The Community Leadership is increasingly requested to be offered online by place-bound professionals wishing to complete coursework online. In Fall 2014, three current Community Leadership majors are enrolled in course work exclusively online. The Community Leadership minor has grown in popularity over the past three years, a minor of choice for Liberal Studies and Criminal Justice students as well as a small number of students choosing other majors.

With the implementation of the Bachelor of Science Criminal Justice degree program, the demand for Community Leadership courses to be available online has increased to the point that online sections have been added for CMLD101 Introduction to Community Leadership, CMLD260 Foundations on Nonprofit Service, COMX412 Conflict Management, and PSCI411 Nonprofit Grant Writing each year. Currently, sufficient coursework is available online at MSU Northern to satisfy all bachelor degree general education requirements throughout the Montana University System. Sufficient additional electives are also available online for students to be able to complete the degree entirely online.

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ACADEMIC PROPOSAL REQUEST FORM

Most courses required for a Community Leadership degree are already available for online delivery, including all courses required to complete the Community Leadership minor. Coursework has been provided through online and alternate delivery since 2009. For the past, all three online sections of Community Leadership-related courses that have been offered online have filled beyond original course caps.

Several additional program revisions are included in this request, specifically:

Three upper-division course descriptions have been revised to include prerequisites they are:

- Assessment and Design of Community Programs
- Concepts in Community Leadership
- Nonprofit Grant Writing
-

One course, CMLD3XX Community Development Concepts and Practices, has been added as a requirement for the Community Leadership major.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

1. Overview

This specific course revision seeks to add two prerequisites to CMLD 301: Concepts in Community Leadership at Montana State University– Northern.

2. Provide a one paragraph description of the proposed program. Be specific about what degree, major, minor or option is sought.

Students enrolling in CLD 301: Concepts in Community Leadership will be required to have successfully completed WRIT 101: College Writing and CMLD 260: Foundations for Nonprofit Service. CMLD 301: Concepts in Community Leadership is a requirement for students seeking a bachelor's degree in Community Leadership and a selective for students seeking a bachelor's degree in Liberal Studies.

3. Need**A. To what specific need is the institution responding in developing the proposed program?**

The Community Leadership is increasingly requested to be offered online by place-bound professionals wishing to complete coursework online. Fall 2014, three current Community Leadership majors were enrolled in course work exclusively online. The Community Leadership minor has grown in popularity over the past three years, a minor of choice for Liberal Studies and Criminal Justice students as well as a small number of students choosing other majors.

Instruction in CMLD 301: Concepts in Community Leadership presumes prior mastery of basic writing skills taught in WRIT 101 and basic community development introduced in CMLD 260.

B. How will students and any other affected constituencies be served by the proposed program?

The objectives of this course are to offer the knowledge and skills you will need to:

- Understand and explain how systems form the foundation of community and economic development policy and practice;
- Explain key concepts and think critically about the core elements of substantive issues in community development
- Understand and apply the basic elements of a community development process to encourage participation and decision-making informed by multiple perspectives and sources of information
- Identify and evaluate available resources related to community development practice and the wide range of topics that may be addressed by those working in areas linking community, environment, and development

Students who have completed the proposed prerequisites will be better positioned to excel in CMLD 301: Concepts in Community Leadership.

C. What is the anticipated demand for the program? How was this determined?

N/A

Montana Board of Regents
CURRICULUM PROPOSAL FORM

4. Institutional and System Fit

A. What is the connection between the proposed program and existing programs at the institution?

Since the implementation of the Bachelor of Science Criminal Justice degree program, the demand for Community Leadership courses to be available online has increased to the point that online sections have been added for CMLD 101 Introduction to Community Leadership, CMLD 260 Foundations on Nonprofit Service, COMX 412 Conflict Management, and PSCI 411 Nonprofit Grant Writing each year. Currently, sufficient coursework is available online at MSU Northern to satisfy all bachelor degree general education requirements throughout the Montana University System. Sufficient additional electives are also available online for students to be able to complete the degree entirely online.

B. Will approval of the proposed program require changes to any existing programs at the institution? If so, please describe.

N/A

C. Describe what differentiates this program from other, closely related programs at the institution (if appropriate).

N/A

D. How does the proposed program serve to advance the strategic goals of the institution?

N/A

E. Describe the relationship between the proposed program and any similar programs within the Montana University System. In cases of substantial duplication, explain the need for the proposed program at an additional institution. Describe any efforts that were made to collaborate with these similar programs; and if no efforts were made, explain why. If articulation or transfer agreements have been developed for the substantially duplicated programs, please include the agreement(s) as part of the documentation.

N/A

5. Program Details

A. Provide a detailed description of the proposed curriculum. Where possible, present the information in the form intended to appear in the catalog or other publications. NOTE: In the case of two-year degree programs and certificates of applied science, the curriculum should include enough detail to determine if the characteristics set out in Regents' Policy 301.12 have been met.

An investigation of concepts, models and perspectives of community development practice. Explores social, cultural, religious, political, economic and environmental aspects that affect community development practice. Asset-based and sustainable human development models and action research are emphasized. Prerequisite: CMLD 260

B. Describe the planned implementation of the proposed program, including estimates of numbers of students at

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CURRICULUM PROPOSAL FORM

each stage.

N/A

6. Resources

A. Will additional faculty resources be required to implement this program? If yes, please describe the need and indicate the plan for meeting this need.

N/A

B. Are other, additional resources required to ensure the success of the proposed program? If yes, please describe the need and indicate the plan for meeting this need.

N/A

7. Assessment

How will the success of the program be measured?

No change in program measurement is anticipated.

8. Process Leading to Submission

Describe the process of developing and approving the proposed program. Indicate, where appropriate, involvement by faculty, students, community members, potential employers, accrediting agencies, etc.

N/A

ITEM :

Item Name

B.A. Community Leadership and Minor in Community Leadership

THAT

Requesting revisions to three courses to update course description to include prerequisites.

Requesting a new course Community Development Concepts and Practices.

EXPLANATION

ATTACHMENTS

See Revision Forms attached.

All four Course Revision forms are attached.

COURSE REVISION FORM

NEW DROPPED MAJOR REVISION FOR INFORMATION ONLY

College CEASN Program Area Community Leadership Date _____

Submitter [Signature] Dean Carol A. Reppner Date 11-7-14
Signature Signature indicates "college" level approval

Please provide a brief explanation & rationale for the proposed revision(s):
This is a new course designed to provide Community Leadership majors with perspective and skills in the process of community growth and development.

Please provide the following information:

College: CEASN
Program Area: Community Leadership
Date: September 29, 2014
Course Prefix & No.: CMLD3XX

Course Title: Community Development Concepts and Practices
Credits: 3

Required by: Bachelor of Arts in Community Leadership

Selective in: Community Leadership minor, Bachelor of Arts in Liberal Studies

Elective in:

General Education:

Lecture:

Lecture/Lab:

Gradable Lab:

Contact hours lecture: 45

Contact hours lab:

Current Catalog Description (include all prerequisites): not applicable

Proposed or New Catalog Description (include all prerequisites):

An investigation of concepts, models and perspectives of community development practice. Explores social, cultural, religious, political, economic and environmental aspects that affect community development practice. Asset-based and sustainable human development models and action research are emphasized. Prerequisite: CMLD260

Course Outcome Objectives:

The objectives of this course are to offer the knowledge and skills you will need to:

- Understand and explain how systems form the foundation of community and economic development policy and practice
- Explain key concepts and think critically about the core elements of substantive issues in community development
- Understand and apply the basic elements of a community development process to encourage participation and decision-making informed by multiple perspectives and sources of information
- Identify and evaluate available resources related to community development practice and the wide range of topics that may be addressed by those working in areas linking community, environment, and 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.
Updated 09/29/05

COURSE REVISION FORM

NEW DROPPED MAJOR REVISION FOR INFORMATION ONLY

College CEASN Program Area Community Leadership Date Sep 29 2014

Submitter [Signature] Dean Carla A. Rejzner Date 11-7-14
Signature Signature (indicates "college" level approval)

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

This course description has been updated to include pre-requisites.

Please provide the following information:

College: CEASN

Program Area: Community Leadership

Date: September 29, 2014

Course Prefix & No.: CMLD355

Course Title: Assessment and Design of Community Programs

Credits: 3

Required by: Bachelor of Arts in Community Leadership major

Selective in: Community Leadership minor, Bachelor of Arts in Liberal Studies major

Elective in:

General Education:

Lecture:

Lecture/Lab:

Gradable Lab:

Contact hours lecture: 45

Contact hours lab:

Current Catalog Description (include all prerequisites):

This course focuses on skills and techniques related to analyzing need and proposing changes to existing or potential community-based programs. The course content introduces concepts related to analysis, integrates application of assessment techniques and use of planning tools in order to understand and assess program needs, resulting in a program development proposal. Prerequisite: Junior standing or permission of the instructor.

Proposed or New Catalog Description (include all prerequisites):

This course focuses on skills and techniques related to analyzing need and proposing changes to existing or potential community-based programs. The course content introduces concepts related to analysis, integrates application of assessment techniques and use of planning tools in order to understand and assess program needs, resulting in a program development proposal. Prerequisite: CMLD260 or permission of the instructor.

Course Outcome Objectives:

In this course, students will demonstrate ability to:

- Research, analyze and propose a strategic development plan for a non-profit program.
- Reference basic principles of social action and social change, and service-oriented leadership in addressing community needs;
- Apply skills in project development as they relate to non-profit organizations to develop asset-mapping and complete a simple assessment of a non-profit program;
- Participate in a community-based assessment effort.

COURSE REVISION FORM

NEW _____ DROPPED _____ MAJOR REVISION X FOR INFORMATION ONLY _____

College CEASN Program Area Community Leadership Date Sep 29, 2014

Submitter [Signature] Dean Carol A. Reusch Date 11-7-14
Signature Signature (indicates "college" level approval)

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

This course description has been updated to include pre-requisites.

Please provide the following information:

College: CEASN

Program Area: Community Leadership

Date: September 29, 2014

Course Prefix & No.: CMLD301

Course Title: Concepts in Community Leadership

Credits: 3

Required by: Bachelor of Arts in Community Leadership major

Selective in: Community Leadership minor, Bachelor of Arts in Liberal Studies major

Elective in:

General Education:

Lecture: X

Lecture/Lab:

Gradable Lab:

Contact hours lecture: 45

Contact hours lab:

Current Catalog Description (include all prerequisites):

This course provides an overview of social and philosophical concepts that inform leaders in community development, human services and related professional services to the community.

Proposed or New Catalog Description (include all prerequisites):

This course provides an overview of social and philosophical concepts that inform leaders in community development, human services and related professional services to the community. Prerequisites: WRIT101, CMLD260 or permission of instructor.

Course Outcome Objectives:

Students will

1. Address the philosophical underpinnings of leadership within the community with emphasis on issues relating to nonprofit and governmental service.
2. Analyze current issues as they relate to social theories which are the underpinnings of a successful community leadership professional;

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

Updated 09/29/05

COURSE REVISION FORM

NEW _____ DROPPED _____ MAJOR REVISION X FOR INFORMATION ONLY _____

College: CEASN Program Area: Community Leadership Date: Sep 29 2014

Submitter: [Signature] Dean: Carol A. Reinhard Date: 11-7-14
Signature Signature indicates "college" level approval

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

This course description has been updated to include pre-requisites.

Please provide the following information:

College: **CEASN**

Program Area: **Community Leadership**

Date: **September 29, 2014**

Course Prefix & No.: **PSCI411**

Course Title: **Nonprofit Grantwriting**

Credits: **3**

Required by: **Bachelor of Arts in Community Leadership major**

Selective in: **Community Leadership minor, Bachelor of Arts in Liberal Studies major**

Elective in:

General Education:

Lecture: **X**

Lecture/Lab:

Gradable Lab:

Contact hours lecture: **45**

Contact hours lab:

Current Catalog Description (include all prerequisites):

Identification of funding needs and priorities, researching grant-giving organizations, identification of potential funding agencies, development of proposals, preparation and submission of grant applications, techniques for approaching grant-giving organizations, responses to decisions made by granting organizations, and management of grants. Prerequisite: Junior standing or permission of instructor.

Proposed or New Catalog Description (include all prerequisites):

Identification of funding needs and priorities, researching grant-giving organizations, identification of potential funding agencies, development of proposals, preparation and submission of grant applications, techniques for approaching grant-giving organizations, responses to decisions made by granting organizations, and management of grants. Prerequisite: CMLD260 or permission of instructor.

Course Outcome Objectives:

By successfully completing PSCI411 Nonprofit Grantwriting, students will

1. Demonstrate an understanding of the essential role grantwriting plays in the funding of non-profit agencies;
2. Demonstrate an understanding of grants management processes in non-profit organizations.
3. Define essential the grant-writing terminology and explain the steps involved in the grant-writing process;
4. Reflect basic skills of collaborative planning and problem-solving in the identification of funding needs, setting priorities, and developing proposals;
5. Apply grantwriting and collaboration skills in a joint grantwriting project; and
6. Demonstrate grantwriting abilities in preparing a simple grant application.