ACADEMIC SENATE PROPOSAL TRACKING SHEET

(Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)

Proposal # 15-5	Title: B.S. in Secondary Education, Broadfield Social Sciences

(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.**
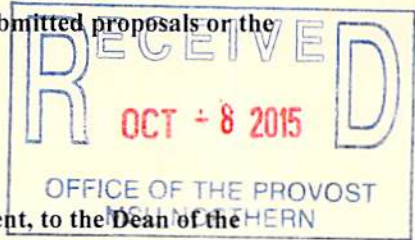
See back for tracking form

	Date	Action Taken	Signature	Date	Comments/Reason for Disapproval	Sent to	Date	Transmittal E-mail sent
*Abstract received by Senate Secretary		Copy to Senate President. Forward to Provost.						
*Provost		☐ Abstract Approved ☐ Disapproved						
Received by Senate Secretary	10/02/15	Tracking form initiated	Lourdes Caven	10-02-15		Senate	10/05/15	
General Education Committee (if applicable)		☐ Approved ☐ Disapproved						
Curriculum Committee (if applicable)		☐ Approved ☐ Disapproved						
Academic Senate	10/05/15	☑ Approved ☐ Disapproved	_Rose Cltert_ 10/8/15					
Full Faculty (if necessary)		☐ Approved ☐ Disapproved						
Provost		☑ Approved ☐ Disapproved	_William J. Rugg_	10-8-15		Chancellor	10-12-15	
Chancellor		☑ Approved ☐ Disapproved	_Gregory Kegl_	10-12-2015		Provost	10-12-15	
MSU	10-9-15	☐ Approved ☐ Disapproved						
BOR		☐ Approved ☐ Disapproved	November meeting					
NWCCU		☐ Approved ☐ 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)

CEASN PROPOSAL TRACKING SHEET
(Document to Be Originated By CEASN Secretary)

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms) to the CEASN Administrative Assistant.
2. The CEASN Administrative Assistant forwards them to the appropriate CEASN Committee.

Proposal Number: 2015-2016 # 10	Title: B. S. in Secondary Education, Broadfield Social Sciences

Date

Received by CEASN Administrative Assistant   9.25.15

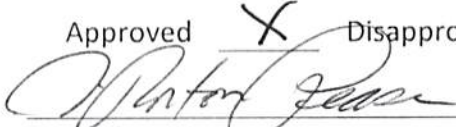Forwarded to CEASN College Meeting   9.28.15   Approved X Disapproved ___

Norton Pease 9/30/15
Chair
Signature   Date

Returned to CEASN Administrative Assistant   9.29.15

Forwarded to Dean for Signatures   9.30.15   *Carol A. Reifschneider* 10-1-15
Dean
Signature

Returned to CEASN Administrative Assistant   10.1.15

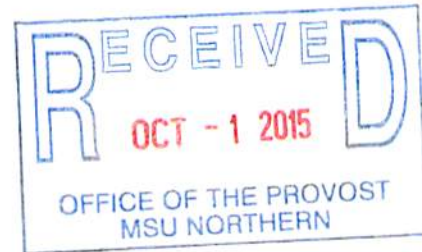Forwarded to Professional Education Unit   10.1.15   Approved ✓ Disapproved ___

William J. Rugg 10-1-15
Signature   Date

Returned to CEASN Administrative Assistant   10-2-15 ch

Forwarded to ACAD Senate   10.2.15

Updated 02/18/11

Meeting date

XXX-XXX-XXXXX
ITEM
Notice of intent to withdraw the Bachelor of Science Education (B.S.Ed.) in Social Science Broadfield 5-12.

THAT
MSU-Northern requests Board of Regents approval to withdraw the B.S.Ed. degree in Social Science Broadfield 5-12 from moratorium.

EXPLANATION
MSU-Northern seeks permission to remove the B.S.Ed. degree in Social Science Broadfield 5-12 from moratorium. The Program Prioritization process indicated that of all the secondary education programs, the B.S.Ed. in Social Science Broadfield possessed the most sustainable numbers. Much of the program is delivered online to reach a broader audience including teachers seeking an additional endorsement area. This program was not included in the previous year's request as the institution had a History/Native American faculty position that was not filled. This position has been filled. MSU-Northern serves a unique population of potential secondary education teachers who want to teach in the rural public schools of the region. There is a significant demand for secondary education teachers currently.

ATTACHMENTS
No attachments.

ITEM
XXX-XXX-XXXXX
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ATTACHMENTS
No attachments.

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: **XXX-XXXX+XXXXX**   Meeting Date: _____

Institution: **Montana State University - Northern**   CIP Code: _____

Program Title: **B.S. in Secondary Education, Broadfield Social Sciences**

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.

XX 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)

  XX 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

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. Revising a program (Curriculum Proposal Form)

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

    5. Terminating an existing major, minor, option or certificate – Step 2 (Completed Program Termination Checklist)

Temporary Certificate or AAS Degree Program

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.

Montana Board of Regents

Item Number: XXX-XXXX-XXXXX	Meeting Date:
Institution: Montana State University – Northern	CIP Code:
Program Title: B.S. in Secondary Education, Broadfield Social Sciences	

Please mark the appropriate type of request and submit with an Item Template and any additional materials included in the list(s) in either the 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 Affairs website.

___ **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 already in the program and include this information on the checklist or time of termination if not indicated)

_XX_ **1b.** Withdrawing a program from moratorium.

___ **2.** Intent to terminate an existing major, minor, option or certificate -- Step 1 (Phase 1 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

___ **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 (Certificate/Minor Proposal Form)

___ **3.** Revising a program (Curriculum Proposal Form)

___ **4.** Distance or online delivery of an existing degree or certificate program

___ **5.** Terminating an existing major, minor, option or certificate -- Step 2 (Completed Program Termination Checklist)

___ Temporary Certificate or AAS Degree Program

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

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

____ **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)**

____ **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, except when eliminating or consolidating)

____ **5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

Specify Request:

____ 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 item.

____ 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-step sequence, the first being as informational and the second as action

____ 1. **Re-titling a degree (ex. From B.A. to B.F.A)**

____ 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, except when eliminating or consolidating)**

____ 5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

*Specify Request