

# 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.

<b>Proposal Number: 2017-2018 # 8</b>	<b>Title: Community Leadership Major Revision</b>
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Date

Received by CEASN Administrative Assistant

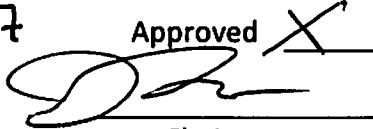
11.27.17

Forwarded to CEASN College Meeting

11.29.17

Approved

Disapproved



2/20/18

Chair  
Signature

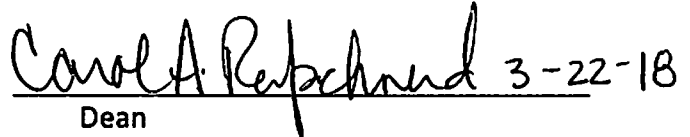
Date

Returned to CEASN Administrative Assistant

3.22.18

Forwarded to Dean for Signatures

3.22.18

 3-22-18

Dean  
Signature

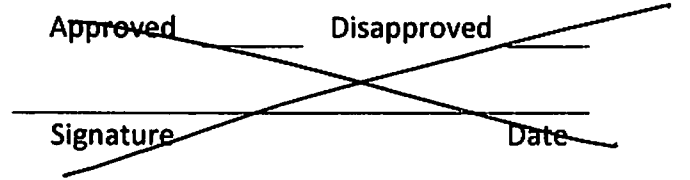
Returned to CEASN Administrative Assistant

3.22.18

Forwarded to Professional Education Unit No

Approved

Disapproved

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~~Signature~~

~~Date~~

Returned to CEASN Administrative Assistant

3.22.18

Forwarded to Academic Subcommittees

03.23.18

**To:** Debra Bradley <[debra.bradley@msun.edu](mailto:debra.bradley@msun.edu)>

**Subject:** Re: College meeting.

I'd rather it just went forward as is, since it was approved, and I'll get that done in a separate proposal. I still need to work with Lanny this spring on some changes that are going to take a little longer, and I'll submit ethics along with that proposal.

Thanks,

Randy

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**From:** Debra Bradley

**Sent:** Wednesday, January 24, 2018 10:47:58 AM

**To:** Randy Bachmeier

**Subject:** College meeting.

Did you ever find an ethics class for the Community Leadership Major Revision?

I am still holding the proposal if you need it back.

Debra B.

Debra A. Bradley

Admin. Associate for the Interim Dean of COEASN,

Administrative Associate III/Notary

Department of Arts and Science,

Department of Graduate Education

PO Box 7751

Cowan Hall 105

Havre, MT 59501

406-265-3735 (w)

406-265-3721 (f)



## COURSE REVISION FORM

NEW \_\_\_\_\_ DROPPED \_\_\_\_\_ MAJOR REVISION X FOR INFORMATION ONLY \_\_\_\_\_

College CEAS Program Area Community Leadership Date 11/27/17

Submitter: *Randy Bohmeier* Signature \_\_\_\_\_ Dean: *Carol A. Reppchrad* Signature (indicates "college" level approval) \_\_\_\_\_ Date 3-22-18

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

Curriculum revision to establish a clear and logical spiraling curriculum from CMLD 101 and CMLD 260 > CMLD 301 > CMLD 355 and CMLD 360 > PSCI 411 and PSCI 412 > CMLD 401, eliminating duplication of content and filling gaps in curriculum.

Please provide the following information:

**College:** CEAS  
**Program Area:** Community Leadership  
**Date:** 11/27/17  
**Course Prefix & No.:** CMLD 260

**Course Title:** Foundations of Non-Profit Service  
Foundations of Civic Engagement

**Credits:** 3

**Required by:** Community Leadership Major and Minor

**Selective in:**  
**Elective in:**  
**General Education:**

**Lecture:** 3  
**Lecture/Lab:** 0  
**Gradable Lab:** 0  
**Contact hours lecture:** 3  
**Contact hours lab:** 0

### Current Catalog Description (include all prerequisites):

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

### Proposed or New Catalog Description (include all prerequisites):

This course provides an overview of the theoretical, ethical, and historical bases for civic engagement. The course emphasizes the development of community building skills required for professional careers of public service in a diverse and dynamic society. Specific applications include analysis of current issues in democracy, civil rights, human rights, and civil discourse, including practice composing the statement of need for formal proposals.

**Course Outcome Objectives:**

- **Explain the theoretical, ethical, and historical bases for civic engagement;**
- **Define and explain civic engagement in a way that illuminates the scope of professional careers available in public service;**
- **Analyze and explain a variety of current issues in democracy, civil rights, and human rights;**
- **Demonstrate the intellectual empathy and critical thinking skills required to engage in civil discourse in a diverse and dynamic society; and,**
- **Demonstrate an understanding of the basic interpersonal and community-building skills required to engage in public service in a diverse and dynamic society.**

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

**NA**

**Updated 09/29/05**

## COURSE REVISION FORM

NEW \_\_\_\_\_ DROPPED \_\_\_\_\_ MAJOR REVISION X FOR INFORMATION ONLY \_\_\_\_\_

College CEAS Program Area Community Leadership Date 11/27/17

Submitter: Gandy Bachman Dean Carol A. Kerschner Date 3-22-18  
Signature Signature (indicates "college" level approval)

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

Curriculum revision to establish a clear and logical spiraling curriculum from CMLD 101 and CMLD 260 > CMLD 301 > CMLD 355 and CMLD 360 > PSCI 411 and PSCI 412 > CMLD 401, eliminating duplication of content and filling gaps in curriculum.

Please provide the following information:

College: CEAS  
Program Area: Community Leadership  
Date: 11/27/17  
Course Prefix & No.: CMLD 355

Course Title: Assessment & Design of Community Programs  
Design of Community-Based Programs  
Credits: 3

Required by: Community Leadership Major

Selective in:  
Elective in: Community Leadership Minor  
General Education:

Lecture: 3  
Lecture/Lab: 0  
Gradable Lab: 0  
Contact hours lecture: 3  
Contact hours lab: 0

**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: CMLD 260 or permission of the instructor.

**Proposed or New Catalog Description (include all prerequisites):**

This course focuses on concepts and procedures related to the design, management, and formative assessment of community-based programs. The course introduces concepts related to research methods, strategic planning, and project management. Students will compose the program design component of a formal proposal, based upon community assets and needs assessments, and with an emphasis on facilitating social change.

## **Course Outcome Objectives:**

- **Identify and explain foundational terminology, concepts, and procedures in program design and project management;**
- **Identify and explain foundational terminology, concepts, and procedures related to research paradigms and their primary methodologies, particularly action research;**
- **Identify and explain principles and practices for analyzing, assessing, and researching communities, including asset mapping and needs assessments;**
- **Identify and explain foundational terminology, concepts, and procedures related to visioning, theories of change, and logic models; and,**
- **Develop strategic, tactical, and operational plans for a community-based program, incorporating the basic principles and practices of community organizing and social change.**

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

**NA**

**Updated 09/29/05**

## COURSE REVISION FORM

NEW X DROPPED \_\_\_\_\_ MAJOR REVISION \_\_\_\_\_ FOR INFORMATION ONLY \_\_\_\_\_

College CEAS Program Area Community Leadership Date 11/27/17

Submitter *Gandy Bachman* Dean *Carol A. Reppel* Date 3-22-18  
Signature Signature (indicates "college" level approval)

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

The Community Leadership program currently focuses almost exclusively on nonprofit organizations with very little emphasis on governmental organizations. Public administration is a closely related field, and supplemental coursework will strengthen the major by providing a broader base of knowledge and additional employment skills.

Please provide the following information:

**College:** CEAS  
**Program Area:** Community Leadership  
**Date:** 11/27/17  
**Course Prefix & No.:** PSCI 240

**Course Title:** Introduction to Public Administration  
**Credits:** 3

**Required by:** Community Leadership

**Selective in:**  
**Elective in:**  
**General Education:**

**Lecture:** 3  
**Lecture/Lab:** 0  
**Gradable Lab:** 0  
**Contact hours lecture:** 3  
**Contact hours lab:** 0

**Current Catalog Description (include all prerequisites):**

**Proposed or New Catalog Description (include all prerequisites):**

Students explore the basic principles and theory of administrative structures, organizations, leadership, fiscal management, personnel, and policy-making in the modern state.



**Course Outcome Objectives:**

- Define business terms relating to the public sector;
- Analyze funding sources and procedures available through local, state, and federal government;
- Identify policy-making procedures as they relate to the public sector;
- Compare and contrast management practices of the public sector with those of private/for profit businesses; and,
- Research best practices of business ethics of the public sector and not for profit agencies.

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

NA

Updated 09/29/05

## COURSE REVISION FORM

NEW X DROPPED \_\_\_\_\_ MAJOR REVISION \_\_\_\_\_ FOR INFORMATION ONLY \_\_\_\_\_

College CEAS Program Area Community Leadership Date 11/27/17

Submitter *Randy Beckwith* Dean *Carol A. Reinhard* Date 3-22-18  
Signature Signature (indicates "college" level approval)

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

The Community Leadership program currently includes coursework in grant writing but not in the many other forms of fundraising available to nonprofit organizations. This additional coursework will strengthen the major by providing a broader base of knowledge and additional employment skills.

Please provide the following information:

**College:** CEAS  
**Program Area:** Community Leadership  
**Date:** 11/27/17  
**Course Prefix & No.:** PSCI 412  
  
**Course Title:** Nonprofit Fundraising  
**Credits:** 3  
  
**Required by:** Community Leadership

**Selective in:**  
**Elective in:**  
**General Education:**

**Lecture:** 3  
**Lecture/Lab:** 0  
**Gradable Lab:** 0  
**Contact hours lecture:** 3  
**Contact hours lab:** 0

**Current Catalog Description (include all prerequisites):**

**Proposed or New Catalog Description (include all prerequisites):**

Students explore the fundamentals of fundraising, including major gifts, capital campaigns, planned giving, grants and special events and learn specific techniques and strategies for effective fundraising.

**Course Outcome Objectives:**

- Apply a wide range of tools, models and frameworks to solve particular fundraising problems;
- Analyze and evaluate the fundraising strategy adopted by particular nonprofit organizations and suggest improvements to individual, corporate and foundation fundraising practice;
- Synthesize and apply the latest research and thinking in fundraising to inform and improve professional practices;
- Write a fundraising plan for a nonprofit organization;
- Manage and develop fundraising terms; and,
- Understand and implement the Institute of Fundraising/AFP Codes of Professional Conduct.

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

NA

Updated 09/29/05