

# ACADEMIC SENATE PROPOSAL TRACKING SHEET

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

**All proposals MUST have their originating college faculty body (Ex. Arts & Sciences, Education and Nursing; Technical Sciences) approval and must be signed by the submitter and the college dean before being submitted to the Academic Senate Secretary.**

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms) to the Academic Senate Secretary.
2. The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate subcommittee(s): Teacher Education (if applicable), General Education (if applicable), or Curriculum.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is forwarded to the next committee. If a committee disapproves the proposal, the originator may request that the item be forwarded to the next body for consideration. The committee will provide written rationale to the originator when a proposal is disapproved and the proposal is returned to the originator.
4. The Academic Senate considers the proposal and approves or disapproves. If approved, the proposal is forwarded to the Full Faculty for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. The Full Faculty considers Academic Senate approved proposals. If faculty approve, the proposal will then be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor.
7. The Chancellor approves or disapproves the proposal.

**Subcommittee and Academic Senate college representatives will notify their respective colleges' of the progress of submitted proposals or the proposal may be tracked via the web page --**

**<http://www.msun.edu/admin/provost/asproposals.htm>**

**Documentation and forms for the curriculum process is also available on the web page:**

**<http://www.msun.edu/admin/provost/asforms.htm>**

**\*\*\*\*\* (If a proposal is disapproved at any level, it is returned through the Academic Senate secretary to the Dean of the submitting college who then notifies the originator.)**

<b>Proposal #</b> 07-09	<b>Title:</b> <i>AUTOMOTIVE BODY PROGRAM CHANGES</i>
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(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)

Received by ACAD Senate Forwarded to Teacher Ed Council  Forwarded to Gen Ed Committee  Returned to ACAD Senate Forwarded to Curriculum Committee  Returned to ACAD Senate for Vote  Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting  Forwarded to Provost for Approval/Disapproval  Forwarded to Chancellor for Approval/Disapproval	Date 2/4/08   2/4/08  3/10/08  X  3/19/08  3/28/08	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Approved _____</td> <td style="width: 50%; text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature _____</td> <td style="border-top: 1px solid black; text-align: center;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature _____</td> <td style="border-top: 1px solid black; text-align: center;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved <input checked="" type="checkbox"/> _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature <i>[Signature]</i></td> <td style="border-top: 1px solid black; text-align: center;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved <input checked="" type="checkbox"/> _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature <i>[Signature]</i></td> <td style="border-top: 1px solid black; text-align: center;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature _____</td> <td style="border-top: 1px solid black; text-align: center;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved <input checked="" type="checkbox"/> _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature <i>[Signature]</i></td> <td style="border-top: 1px solid black; text-align: center;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature _____</td> <td style="border-top: 1px solid black; text-align: center;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature _____</td> <td style="border-top: 1px solid black; text-align: center;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature _____</td> <td style="border-top: 1px solid black; text-align: center;">Date _____</td> </tr> </table>	Approved _____	Disapproved _____	Signature _____	Date _____	Approved _____	Disapproved _____	Signature _____	Date _____	Approved <input checked="" type="checkbox"/> _____	Disapproved _____	Signature <i>[Signature]</i>	Date _____	Approved <input checked="" type="checkbox"/> _____	Disapproved _____	Signature <i>[Signature]</i>	Date _____	Approved _____	Disapproved _____	Signature _____	Date _____	Approved <input checked="" type="checkbox"/> _____	Disapproved _____	Signature <i>[Signature]</i>	Date _____	Approved _____	Disapproved _____	Signature _____	Date _____	Approved _____	Disapproved _____	Signature _____	Date _____	Approved _____	Disapproved _____	Signature _____	Date _____
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**PROGRAM/DEGREE REVISION FORM**

NEW  DROPPED  MAJOR REVISION  FOR INFORMATION ONLY

College College of Technical Sciences

Program Area AUTOMOTIVE BODY AAS

Date JAN 2008

Submitter \_\_\_\_\_ Chair/Dean \_\_\_\_\_ Date \_\_\_\_\_

signature

signature (indicates "college" level approval)

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

To streamline the Auto Body program, estimating has been combined with BODY 243 and 244.

Please provide in the space below a "before" & "after" picture of the program with the changes in the program noted program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells

**Proposal Title: Changes to AUTOMOTIVE BODY AAS**

**Current Program Listed in 07-08 Catalog as AAS**

**Proposed Program for 08-09 Catalog**

Course Prefix	Course #	Course Title	Gen Ed Credits	Degree Crs.
<b>FRESHMAN YEAR</b>				
Courses to be taken Fall Semester				
BODY	140	Panel Adjustment & Glass		2
BODY	141	Intro. Of Metal Refinishing		3
BODY	142	Metal Repair Lat		3
METL	154	Gas Arc Welding Processing		3
METL	140	Intro. To Welding & Cutting		3
Courses to be taken Spring Semester				
AUTO	120	Auto Steering & Suspensior		4
BODY	143	Refinishing		3
BODY	144	Refinishing Lab		3
		Advisor Approved Elective		3
MAAS	106	Elem Technical Math		
MATH	112	College Algebra OR	3/4	
MATH	110	Math for Liberal Arts		
<b>SOPHOMORE YEAR</b>				
Courses to be taken Fall Semester				
CIS	110	Intro. to Computers	3	
ENGL	111	Written Comm I OR	3	
SPCH	141	Fund of Speech		
BODY	215	Prin. Of Unibody Repair Fund		3
BODY	216	Unibody Repair Technology		3
ATDI	134	Auto/Diesel Electrical/Elect Sys		4
Courses to be taken Spring Semester				
ATDI	265	Heating & Air Conditioning		4
BODY	241	Estimating		4
BODY	243	Shop Production		3
BODY	244	Shop Production Lat		3
		<b>TOTALS</b>	9/10	51
		<b>TOTALS</b>	60-61	

Course Prefix	Course #	Course Title	Gen Ed Credits	Degree Crs.
<b>FRESHMAN YEAR</b>				
Courses to be taken Fall Semester				
BODY	140	Panel Adjustment & Glass		2
BODY	141	Intro. Of Metal Refinishing		3
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BODY	143	Refinishing		3
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SPCH	141	Fund of Speech		
BODY	215	Prin. Of Unibody Repair Fund		3
BODY	216	Unibody Repair Technology		3
ATDI	134	Auto/Diesel Electrical/Elect Sys		4
Courses to be taken Spring Semester				
ATDI	265	Heating & Air Conditioning Elective		4
BODY	243	Shop Production		3
BODY	244	Shop Production Lat		3
		<b>TOTALS</b>	9/10	51
		<b>TOTALS</b>	60-61	

BODY aas prog rev effective fall 080:

## COURSE REVISION FORM

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

College COTS Program Area Auto Body Date 1/30/08

Submitter \_\_\_\_\_ Dean \_\_\_\_\_ Date \_\_\_\_\_  
Signature Signature (indicates "college" level approval)

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

Please provide the following information:

**College:** COTS

**Program Area:** Auto Body

**Date:** 1/30/08

**Course Prefix & No.:** BODY 241

**Course Title:** Estimating

**Credits:** 4

**Required by:** Automotive Technology (Automotive Body) – AAS & Minor

**Selective in:** None

**Elective in:** None

**General Education:** No

**Lecture:**

**Lecture/Lab:**

**Gradable Lab:**

**Contact hours lecture:**

**Contact hours lab:**

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

The students learn the proper use of industry estimating guide. By the completion of the course they will understand how to write an estimate in good form as accepted by the insurance industry and have good skills in estimating areas to be repaired.

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

deleted

**Course Outcome Objectives:**

n/a

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

## COURSE REVISION FORM

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

College COTS Program Area Auto Body Date 1/30/08

Submitter \_\_\_\_\_ Dean \_\_\_\_\_ Date \_\_\_\_\_  
Signature Signature (indicates "college" level approval)

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

Course content from eliminated BODY 241 are incorporated into description and learning objectives.

Please provide the following information:

**College:** COTS

**Program Area:** Automotive Technology – Auto Body

**Date:** 1/30/08

**Course Prefix & No.:** BODY 243

**Course Title:** Shop Production

**Credits:** 3

**Required by:** Automotive Technology (Automotive Body) AAS  
Automotive (Automotive Body) Technology Certificate

**Selective in:**

**Elective in:**

**General Education:** no

**Lecture:** X

**Lecture/Lab:**

**Gradable Lab:**

**Contact hours lecture:** 3

**Contact hours lab:**

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

The students will learn to identify plastics used in current automotive manufacturers and how to repair them correctly. They will also learn the steps in door repair panels and quarter panel replacement. They will also learn acceptable shop procedures by keeping track of time and materials spent on live work plus safety shop practices.

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

The students will learn to identify plastics used in current automotive manufacturers and how to repair them correctly. They will also learn the steps in door repair panels and quarter panel replacement. They will also learn acceptable shop procedures by keeping track of time and materials spent on live work plus safety shop practices. The students learn the proper use of industry estimating guide.

### **Course Outcome Objectives:**

- Students will learn times and be able to write estimates and or the works they are performing
- Students will learn to use ADP Computer for estimating and perform computer estimates for the work they are performing
- Students will learn cost of material for performance of specific objectives
- Student will perform objectives using time clock

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

## COURSE REVISION FORM

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

College COTS Program Area Auto Body Date 1/30/08

Submitter \_\_\_\_\_ Dean \_\_\_\_\_ Date \_\_\_\_\_  
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):  
Course content from eliminated BODY 241 are incorporated into description and learning objectives.

Please provide the following information:

**College:** COTS  
**Program Area:** Automotive Technology – Auto Body  
**Date:** 1/30/08  
**Course Prefix & No.** BODY 244  
**Course Title:** Shop Production  
**Credits:** 3  
**Required by:** Automotive Technology (Automotive Body) AAS  
Automotive (Automotive Body) Technology Certificate  
**Selective in:**  
**Elective in:**  
**General Education:** no  
**Lecture:**  
**Lecture/Lab:**  
**Gradable Lab:** X  
**Contact hours lecture:**  
**Contact hours lab:** 6

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

The students will work on live projects completing required projects in one and one half times the estimate. They will learn how to weld on doors and quarter panels as well as keep track of materials and the time spent on each job. Course Fee: \$20.00

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

The students will work on live projects completing required projects in one and one half times the estimate. They will learn how to weld on doors and quarter panels as well as keep track of materials and the time spent on each job. By the completion of the course they will understand how to write an estimate in good form as accepted by the insurance industry and have good skills in estimating areas to be repaired. Course Fee: \$20.00

**Course Outcome Objectives:**

- Students will learn times and be able to write estimates and or the works they are performing
- Students will learn to use ADP Computer for estimating and perform computer estimates for the work they are performing
- Students will learn cost of material for performance of specific objectives
- Student will perform objectives using time clock
- Student will be able to write a completed repair estimate.

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

N/A

BODY244courserevformfall08

## COURSE REVISION FORM

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

College COTS Program Area Auto Body Date 1/30/08

Submitter \_\_\_\_\_ Dean \_\_\_\_\_ Date \_\_\_\_\_  
Signature Signature (indicates "college" level approval)

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

### COURSE FORM

*Not offered & dropping.*

**College:** College of Technical Sciences  
**Program Area:** Body  
**Date:** 06-2002  
**Course Prefix & No.:** BODY 354

**Course Title:** Auto Body Shop Management Lab  
**Credits:** 3  
**Required by:** Automotive (Automotive Body) Technology Minor

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

**Lecture:**  
**Lecture/Lab:** X  
**Contact hours lecture:**  
**Contact hours lab:** 6

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

The students will manage the shop as a shop foreman would do, scheduling and writing estimates as well as keeping track of the BODY 243 Shop Production students' material and time cards. **Course Fee: \$5.00**

### Course Outcome Objectives:

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

BODY354courserdropformfall08

C:\Documents and Settings\copenhaver\My Documents\Program Revision Forms 07 08 effective fall 08\body354\_courseform\_07-08.doc