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.)

Proposal # C7-16	Title: Proposed policy Statement for Dated Instruction

(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)

	Date		
Received by ACAD Senate	2/13/08		
Forwarded to Teacher Ed Council	N/A	Approved _____	Disapproved _____
		Signature *Date*	
Forwarded to Gen Ed Committee	2/12/08	Approved __X__	Disapproved _____
		Signature 3/6/08 *Date*	
Returned to ACAD Senate	2/13/08		
Forwarded to Curriculum Committee	3/10/08	Approved _____	Disapproved _____
		Signature *Date*	
Returned to ACAD Senate for Vote	4/2/08	Approved __X__ 4/16/08	Disapproved _____ 4/16/08
		Signature *Date*	
Sent to Provost's office for Full Faculty vote			
Voted on at Full Faculty meeting	_____	Approved _____	Disapproved _____
		Signature *Date*	
Forwarded to Provost for Approval/Disapproval	4/17/08	Approved __X__	Disapproved 6-4-08
		Signature *Date*	
Forwarded to Chancellor for Approval/Disapproval	6/6/08	Approved __✓__	Disapproved 6/6/08
		Signature *Date*	
Copies sent to originating college and registrar's office	6/6/08		

Updated 09/29/05

February 8, 2008

From: Larry Strizich, Professor of Computer and Electronics Engineering Technology

To: MSUN Academic Senate

Subject: Proposed policy statement for 'Related Instruction'

In reviewing the current college catalog (2007/2008) it has been noted that a statement regarding required 'Related Instruction' for Certificate and Associates of Applied Science degrees is missing. According to Northwest Policy, "… every institution is expected to publish in its general catalog a clear and complete statement of its requirements for general education and/or related instruction, as appropriate." (NWCCU Handbook – page 36, Policy 2.1) While Northern's policy regarding General Education is clear, a policy regarding Related Instruction is not.

As defined by the Northwest Commission, Related instruction is:

"… A recognizable body of instruction in program-related areas of communication, computation, and human relations for applied or specialized associate degree or certificate programs of 30 semester credits or 45 quarter credits in length." (NWCCU Handbook – page 172)

In addition, NWCCU policy indicates that "… additional topics which should be covered as appropriate include safety, industrial safety, and environmental awareness. Instruction in the related instruction areas may either be embedded within the program curriculum or taught in blocks of specialized instruction. Each approach, however, must have clearly identified content that is pertinent to the general program of study."

Montana Board of Regents policy 301.12 states that the Certificate of Applied Science degree will have;

I.C.2.(b) general education coursework that meets accreditation requirements and comprises no more than 1/3rd of the total credits in the certificate program.

The Associate of Applied Science will have;

I.C.4.(c) general education or related education courses that meet accreditation requirements and that align with the amount and level of general education required in similar Associate of Applied Science degree programs in Montana.

The Office of the Commissioner for Higher Education (OCHE) has established the Two-Year Education Council to review and make recommendations to the board regarding policy 301.12. The Two-Year council requires that degree requirements list related education requirements in the catalog and for embedded related education courses, that the course syllabus

be provided which indicates the required related education topics which are covered in the course.

To comply with the appropriate directives, the following language should be included with degree requirements for certificates and associates of applied science and listed in the current catalog and on each degree program/advising sheet.

Policy:
Every certificate of applied science and Associate of Applied Science must include instruction in program related areas of communication, computation (math), and human relations. This instruction may be included as separate coursework, or embedded in courses that are part of the degree. Courses containing embedded related education coursework must be identified and related education subjects clearly identified as part of course syllabi.