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

Proposal # 14-3	Title: Instruction & Learning Program Revision

(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.
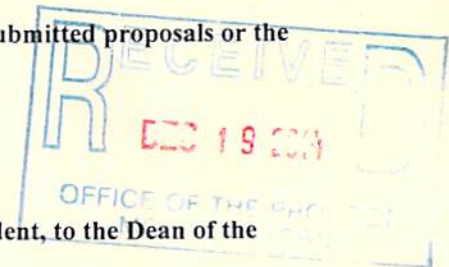
See back for tracking form

	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	11-14-14	Tracking form initiated	Saundos Carven 11-14-14			curriculum	11-14-14		
General Education Committee (if applicable)		☐ Approved ☐ Disapproved							
Curriculum Committee (if applicable)		☒ Approved ☐ Disapproved	Byorl Gfr		11-25-14		Senate	11-25-14	
Academic Senate	11-25-14	☒ Approved ☐ Disapproved	Lauer Gullest		12-9-14		Provost	12-15-14	
Full Faculty (if necessary)		☐ Approved ☐ Disapproved							
Provost	12-19-14	☒ Approved ☐ Disapproved	Wm. J. Rugg		12-23-14		Chnlr	12-23-14	
Chancellor	12-24-14	☒ Approved ☐ Disapproved	Gregory O. Kregl 12-23-14				MSU	12-24-2014	
MSU		☑ Approved ☐ Disapproved	January 2015						
BOR		☑ Approved ☐ Disapproved	March 2015						
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)

COURSE REVISION FORM

NEW__X__ DROPPED_____ MAJOR REVISION_____ FOR INFORMATION ONLY _____

College__EASN_____ Program Area _Graduate Studies Instruction/Learn__ Date_10/7/14_

Submitter_Curtis Smeby_____ Dean _Carol Reifschneider_____ Date _11-7014_____
         Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):
        This new master's level course will support the continuous improvement and
improvement of the Instruction and Learning program and meet the needs of graduate students
and their instruction in their professional learning environment.

Please provide the following information:
College: EASN
Program Area: Graduate Studies – Instruction and Learning
Date: 10-7-14
Course Prefix & No.:   EDUC 5XX

Course Title: Change Theory and Practice
Credits: 3

Required by:

Selective in:
Elective in: EDUC
General Education:

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

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):
This course is designed for master's degree students who are enrolled in the Instruction and
Learning program. It is designed to investigate change theory and practice in learning
environments that are critical to effective instruction and learning. Models will be reviewed and
analyzed to support initiatives that increase the learning of all students.
Prerequisite: All required content course work must be completed and approval of instructor.

Course Outcome Objectives:
   1. Analyze the factors, perspective and entities that influence educational change and
      reform.
   2. Examine local context related to the access and equity as well as own role as change
      agent within the context.
   3. Review and examine personal experiences with educational change and reform.
   4. Develop a plan for improvement and change in local context.

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

No additional resources required except an additional efforts to increase library collection in the area of change theory.

Updated 09/29/05

COURSE REVISION FORM

NEW __X__ DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College __EASN_____ Program Area __Graduate Studies Instruction/Learn__ Date __10/7/14__

Submitter __Curtis Smeby_____ Dean __Carol Reifschneider_____ Date __11-7014__
    Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):
        This new master's level course will support the continuous improvement and
improvement of the Instruction and Learning program and meet the needs of graduate students
and their instruction in their professional learning environment.

Please provide the following information:
College: EASN
Program Area: Graduate Studies – Instruction and Learning
Date: 10-7-14
Course Prefix & No.:   EDUC 5XX

Course Title: Motivation and Learning
Credits: 3

Required by:

Selective in:
Elective in: EDUC
General Education:

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

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):
This course is designed for master's degree students who are enrolled in the Instruction and
Learning program. It is designed to investigate the theory, development and application of
motivation in the learning environment. Major focus is placed on motivation models and
strategies for enhancing motivation in individuals and groups. It will also analyze variables
affecting motivation and environmental influences.

Course Outcome Objectives:
1. Compare important constructs in behavioral, social cognitive, cognitive and affective
   approaches to motivation in education.
2. Identify underlying assumptions of motivational theories and analyze implications for
   educational research, practice and implementation.
3. Evaluate current research paradigms in motivation.
4. Analyze the relationships between motivation, learning, teaching, and performance.
5. Analyze motivational theories regarding instructional expectations, motives, and goals
   for learners.

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

No additional resources required except an additional efforts to increase library collection in the area of motivation.

Updated 09/29/05

COURSE REVISION FORM

NEW_____ DROPPED __X__ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College__EASN_____ Program Area __Graduate Studies Instruction/Learn__ Date __10/7/14__

Submitter_Curtis Smeby_____ Dean __Carol Reifschneider_____ Date __11-7-14_____
       Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):
    This course is to be dropped from the Masters of Science in Education, Instruction and Learning

Please provide the following information:

College: EASN

Program Area: Graduate Studies – Instruction and Learning

Date: 10-7-14

Course Prefix & No.: EDUC 5XX

Course Title: Multiple Intelligences

Credits: 3

Required by: MS in Education, Instruction and Learning

Selective in:

Elective in:

General Education:

Lecture:

Lecture/Lab:

Gradable Lab:

Contact hours lecture:

Contact hours lab:

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):
None – course to be dropped

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.

Updated 09/29/05

COURSE REVISION FORM

NEW_____ DROPPED _X_ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College__EASN_____ Program Area _Graduate Studies Instruction/Learn__ Date _10/7/14_

Submitter_Curtis Smeby_____ Dean _Carol Reifschneider_____ Date _11-7-14_____
         Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):
    This course is to be dropped from the Masters of Science in Education, Instruction and Learning

Please provide the following information:
College: EASN
Program Area: Graduate Studies – Instruction and Learning
Date: 10-7-14
Course Prefix & No.: EDUC 575

Course Title: Cooperative Learning
Credits: 3

Required by: MS in Education, Instruction and Learning

Selective in:
Elective in:
General Education:

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

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):
None – course to be dropped

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.

Updated 09/29/05

COURSE REVISION FORM

NEW_____ DROPPED _X_ MAJOR REVISION_____ FOR INFORMATION ONLY _____

College__EASN_____ Program Area _Graduate Studies Instruction/Learn__ Date_10/7/14_

Submitter_Curtis Smeby_____ Dean _Carol Reifschneider_____ Date _11-7-14_____
　　　　　　Signature　　　　　　　　　　　　　Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):
　　　This course is to be dropped from the Masters of Science in Education, Instruction and Learning

Please provide the following information:
College:　　　　　　　　EASN
Program Area:　　　　　Graduate Studies – Instruction and Learning
Date:　　　　　　　　　10-7-14
Course Prefix & No.:　　EDUC 575

Course Title:　　　　　　Cooperative Learning
Credits:　　　　　　　　3

Required by:　　　　　　MS in Education, Instruction and Learning

Selective in:
Elective in:
General Education:

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

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):
None – course to be dropped

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.

Updated 09/29/05

COURSE REVISION FORM

NEW_____ DROPPED _X_ MAJOR REVISION_____ FOR INFORMATION ONLY _____

College__EASN_____ Program Area _Graduate Studies Instruction/Learn__ Date_10/7/14_

Submitter_Curtis Smeby_____ Dean _Carol Reifschneider_____ Date _11-7-14_____
　　　　　Signature　　　　　　　　　　　Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):
　　　This course is to be dropped from the Masters of Science in Education, Instruction and Learning

Please provide the following information:
College:　　　　　　　　EASN
Program Area:　　　　　Graduate Studies – Instruction and Learning
Date:　　　　　　　　　10-7-14
Course Prefix & No.:　 EDUC 575

Course Title:　　　　　 Cooperative Learning
Credits:　　　　　　　 3

Required by:　　　　　 MS in Education, Instruction and Learning

Selective in:
Elective in:
General Education:

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

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):
None – course to be dropped

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.

Updated 09/29/05

March 5-6, 2015

ITEM 166-2802+R0315
Request for authorization to alter the curriculum of the Masters of Science in Education, Instruction and Learning

THAT

The Montana Board of Regents authorizes Montana State University Northern (MSUN) to add two new courses and delete two courses from the existing program.

EXPLANATION

MSUN would like to add the following two courses: Change Theory & Practice and Motivation & Learning to the program. These courses will support the continuous improvement to meet the needs of the students' professional learning environment.

MSUN would like to drop from the program these two courses: Multiple Intelligences and Cooperative Learning.

ATTACHMENTS

Academic Proposal Request Form
Curriculum Proposal Form

Montana Board of Regents

ACADEMIC PROPOSAL REQUEST FORM

Item Number: **166-2802+R0315**   Meeting Date: **March 5-6, 2015**

Institution: **Montana State University Northern**   CIP Code: **42.0101**

Program Title: **Masters of Science Education, Instruction and Learning**

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 <u>Academic, Research and Student Affairs Handbook.</u>

___ **A. Notifications:**

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

___ **1a. Placing a program into moratorium** (D<u>ocument steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)</u>

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

___ **2. Intent to terminate an existing major, minor, option or certificate – Step 1** (<u>Phase I Program Termination Checklist</u>)

___ **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** (<u>Curriculum Proposal Form</u>)

___ **3. Merging or re-titling a department**

X **4. Revising a program** (<u>Curriculum Proposal Form</u>)

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

___ **6. Terminating an existing major, minor, option or certificate – Step 2** (<u>Completed Program Termination Checklist and updated catalog</u>)

___ **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:

Addition of two new courses in the program; Change Theory and Practice and Motivation and Learning. Two courses will also be dropped. They are EDUC 577 Multiple Intelligences and Cooperative Learning and will have the important components embedded in an existing course.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

1. Overview

MSUN would like to add two courses to the Masters of Science in Education, Instruction and Learning Program. The two courses to be dropped are Multiple Intelligences EDUC 577 and Cooperative Learning EDUC 575. The two courses to be added are Change Theory and Practice EDUC 5XX and Motivation and Learning EDUC 5XX. No other changes are occurring. Course descriptions and course outcomes for the two new courses are outlined below:

EDUC 5XX – Change Theory and Practice: This course is designed for master's degree students who are enrolled in the Instruction and Learning program. It is designed to investigate change theory and practice in learning environments that are critical to effective instruction and learning. Models will be reviewed and analyzed to support initiatives that increase the learning of all students.

Course Outcome Objectives:
Analyze the factors, perspective and entities that influence educational change and reform.
Examine local context related the access and equity as well as own role as change agent within the context.
Review and examine personal experiences with educational change and reform.
Develop a plan for improvement and change in local context.

EDUC 5XX – Motivation and Learning: This course is designed for master's degree students who are enrolled in the Instruction and Learning program. It is designed to investigate the theory, development and application of motivation in the learning environment. Major focus is place on motivation models and strategies for enhancing motivation in individuals and groups. It will also analyze variables affecting motivation and environmental influences.

Course Outcome Objectives:
Compare important constructs in behavioral, social cognitive, cognitive, and affective approaches to motivation in education.
Identify underlying assumptions of motivational theories and analyze implications for educational research, practice and implementation.
Evaluate current research paradigms in motivation.
Analyze the relationships between motivation, learning, teaching, and performance.
Analyze motivational theories regarding instructional expectations, motives, and goals for learners.

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

NA

3. Need

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

NA

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

NA

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

NA

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?

NA

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

NA

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

NA

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

NA

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.

NA

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.

NA

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

NA

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.

NA

Montana Board of Regents
CURRICULUM PROPOSAL FORM

> **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.**
>
> NA

7. Assessment
How will the success of the program be measured?

NA

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.

NA