

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

**Proposal # 19-21**

**Title: CMLD Minor Revision**

**JAN 27 2020**

(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		<input type="checkbox"/> Abstract Approved						
Received by Senate Secretary	1/27/2020	Tracking form initiated	Bradline		forward to gen	E Caplan		UNER Office
General Education Committee (if applicable)	1/28/20	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Disapproved	C. Caplan		in	Bradline		UNER Office
Curriculum Committee (if applicable)	2/25/2020	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Long B	2/20/2020	Forward to Pa. Sen.	M Seifert		UNER Office
Academic Senate	3/15/2020	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Marky	4/20/2020	forward	Bond	1/26/2021	UNER Office
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> Approved						
Chancellor		<input type="checkbox"/> Disapproved <input checked="" type="checkbox"/> Approved						
		<input type="checkbox"/> Disapproved						
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
NWCCU		<input type="checkbox"/> Disapproved <input type="checkbox"/> Approved						
Provost		<input type="checkbox"/> Disapproved <input type="checkbox"/> Approved						
Registrar		Advise originating college and Academic Senate of status. Update Web page.						
		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)

# CASE PROPOSAL TRACKING SHEET 2019-2020

## Document to be Originated by the CASE Administrative Associate

1. Submit all proposals using the appropriate Academic Senate Program/Degree and/or course revision forms to the CASE Administrative Associate

2. The CASE Administrative Associate forwards them to the appropriate CASE Committee

Proposal Number: # 19	Name: CMLD Minor Revision
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DATE:

Received by the CASE Admin Associate 12-4-19

Forward to the CASE College Meeting 12-4-19

Approved       Not Approved  
Valerie [Signature]      12/11/19  
 (Chair Signature)      Date

Return to CASE Admin 12-11-19

Forward to the Director of EDUC 12-12-19

Approved       Not Approved  
 \_\_\_\_\_  
 Director's Signature      Date

Return to CASE Admin \_\_\_\_\_

Forward to the Dean of CASE 1-17-2020

Approved       Not Approved  
Abelene [Signature]      1-17-2020  
 Dean's Signature      Date

Return to CASE Admin 1-17-2020

Forward to Professional Education Unit \_\_\_\_\_

Approved       Not Approved  
 \_\_\_\_\_  
 PEU Signature      Date

Return to CASE Admin 1-17-2020

Forward to Academic Senate Subcommittees 1-27-2020

**PROGRAM/DEGREE REVISION FORM**

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

College CEAS Program Area Community Leadership Minor Date 12/4/19

Submitter Randy Bachmelle Dean D. Sellen Date 1-17-2020  
 Signature Signature (indicates "college" level approval)

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

PSCI 2xx and PSCI 3xx will replace BUS 215 and BUS 455. The BUS prefix was deprecated under the FLOCing initiative, and the course content is typically included under the PSCI prefix in similar programs at other institutions within the MUS. Course revisions further focus the overall CMLD curriculum by eliminating duplication and filling remaining gaps.

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

**PROPOSAL TITLE** Community Leadership Minor Revision

**Current Program listed in 19-20 Catalog**

Course Prefix	#	Course Title	Credits
CMLD	101	Introduction to Community Leadership	3
CMLD	260	Foundations of Civic Engagement	3
CMLD	301	Concepts in Community Leadership	3
CMLD	355	Design of Community Based Programs	3
CMLD	360	Evaluation of Community Based Programs	3
CMLD	401	Seminar in Community Leadership	3
BUS	215	Managerial Planning in Not-for-Profit Organizations <b>AND</b>	3
BUS	455	Managing the Not-for-Profit Organization	3
OR			
ENGL	328	Media Literacy <b>AND</b>	3
WRIT	338	Public Relations Writing	3
OR			
PSCI	411	Nonprofit Grant Writing <b>AND</b>	3
PSCI	412	Nonprofit Fundraising	3
OR			
PSCI	210	Intro to American Government <b>AND</b>	3
PSCI	260	Intro to State and Local Government	3
OR			
ECNS	201	Principles of Microeconomics <b>AND</b>	3
ECNS	202	Principles of Macroeconomics	3
OR			
COMX	210	Communication in Small Groups <b>AND</b>	3
COMX	320	Principles of Organizational Communication	3
<b>Total</b>			<b>24</b>

**Proposed Program for 20-21 Catalog**

Course Prefix	#	Course Title	Credits
CMLD	101	Introduction to Community Leadership	3
CMLD	260	Foundations of Civic Engagement	3
CMLD	301	Concepts in Community Leadership	3
CMLD	355	Design of Community Based Programs	3
CMLD	360	Evaluation of Community Based Programs	3
CMLD	401	Seminar in Community Leadership	3
PSCI	2xx	Financial Management for Nonprofit Organizations <b>AND</b>	3
PSCI	3xx	Human Resource Mgmt for Nonprofit Orgs	3
OR			
ENGL	328	Media Literacy <b>AND</b>	3
WRIT	338	Public Relations Writing	3
OR			
PSCI	411	Nonprofit Grant Writing <b>AND</b>	3
PSCI	412	Nonprofit Fundraising	3
OR			
PSCI	210	Intro to American Government <b>AND</b>	3
PSCI	260	Intro to State and Local Government	3
OR			
ECNS	201	Principles of Microeconomics <b>AND</b>	3
ECNS	202	Principles of Macroeconomics	3
OR			
COMX	210	Communication in Small Groups <b>AND</b>	3
COMX	320	Principles of Organizational Communication	3
<b>Total</b>			<b>24</b>

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