

# 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. Nursing, Technical Sciences, Arts & Sciences, Education) approval and must be signed by the submitter and the college chair/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 Chair/Dean of the submitting college who then notifies the originator.)

Proposal # <u>01-16</u>	Title: <u>Add Pre req to ENGL 112</u>
-------------------------	---------------------------------------

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

Received by ACAD Senate Forwarded to Teacher Ed Council	Date <u>2/14/02</u>	Approved _____ Disapproved _____							
Forwarded to Gen Ed Committee	<u>2/14/02</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Signature</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="text-align: center;">Disapproved <input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><i>[Signature]</i></td> <td style="text-align: center;"><u>2-25-02</u></td> </tr> </table>	Signature	Date	Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	<i>[Signature]</i>	<u>2-25-02</u>	
Signature	Date								
Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>								
<i>[Signature]</i>	<u>2-25-02</u>								
Returned to ACAD Senate Forwarded to Curriculum Committee	<u>2/28/02</u> <u>2/28/02</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Signature</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="text-align: center;">Disapproved <input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><i>[Signature]</i></td> <td style="text-align: center;"><u>3/5/02</u></td> </tr> </table>	Signature	Date	Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	<i>[Signature]</i>	<u>3/5/02</u>	
Signature	Date								
Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>								
<i>[Signature]</i>	<u>3/5/02</u>								
Returned to ACAD Senate for Vote	<u>3/5/02</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Signature</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="text-align: center;">Disapproved <input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><i>[Signature]</i></td> <td style="text-align: center;"><u>3/19/02</u></td> </tr> </table>	Signature	Date	Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	<i>[Signature]</i>	<u>3/19/02</u>	
Signature	Date								
Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>								
<i>[Signature]</i>	<u>3/19/02</u>								
Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting	<u>3/19/02</u> <u>3/26/02</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Signature</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="text-align: center;">Disapproved <input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><i>[Signature]</i></td> <td style="text-align: center;"><u>03-26</u></td> </tr> </table>	Signature	Date	Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	<i>[Signature]</i>	<u>03-26</u>	
Signature	Date								
Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>								
<i>[Signature]</i>	<u>03-26</u>								
Forwarded to Provost for Approval/Disapproval	<u>3-27-02</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Signature</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="text-align: center;">Disapproved <input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><i>[Signature]</i></td> <td style="text-align: center;"><u>4/19/02</u></td> </tr> </table>	Signature	Date	Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	<i>[Signature]</i>	<u>4/19/02</u>	
Signature	Date								
Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>								
<i>[Signature]</i>	<u>4/19/02</u>								
Forwarded to Chancellor for Approval/Disapproval	<u>4/19/02</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Signature</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="text-align: center;">Disapproved <input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><i>[Signature]</i></td> <td style="text-align: center;"><u>4/19/02</u></td> </tr> </table>	Signature	Date	Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	<i>[Signature]</i>	<u>4/19/02</u>	
Signature	Date								
Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>								
<i>[Signature]</i>	<u>4/19/02</u>								
Copies sent to originating college and registrar's office C:/data/proposaltracking sheet ACAD 10 10 01	<u>4-12-02</u>								

**PROCEDURAL SEQUENCE FOR ACADEMIC SENATE APPROVAL OF PROPOSALS**

1. Submit all proposals to the Office of Academic Affairs.
2. The Senate President will log items and forward them to the appropriate Senate subcommittees.
3. The Senate subcommittee will send the proposal to the Senate.
4. Senate proposals will be considered by the Full Faculty.
5. If approved, the proposal will then be forwarded to the Provost/Senior Vice Chancellor.

Proposals that require action to approve/disapprove/table or remand will be sent back to the Senate according to the monthly meeting schedule.

TITLE: Proposal to add ENGL 111 as a prerequisite to ENGL 112

SUBCOMMITTEE: Curriculum Committee PROPOSAL #: \_\_\_\_\_

**PROPOSAL:**

Add a pre-requisite of ENGL 111 or HON 111 to the ENGL 112 course. This would prevent students enrolling in ENGL 112 with out taking ENGL 111 or HON 111 first.

**Action Signatures:**

*Will Rawn* Feb 5, 2002  
 Submitter Date

*Will Rawn* Feb 14, 2002  
 College Chair/Dean Date

*[Signature]*  
 Committee Chair

Approve *P* Disapprove \_\_\_\_\_ Date 2-25-02

*T. Welch (curr.)*  
 Committee Chair

Approve *✓* Disapprove \_\_\_\_\_ Date 03/05/02

\_\_\_\_\_  
 Faculty Senate President

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Provost/Senior Vice Chancellor for Academic Affairs

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Date \_\_\_\_\_

## COURSE REVISION FORM

NEW  DROPPED  MAJOR REVISION  FOR INFORMATION ONLY

College Arts & Sciences Program Area Foreign Language Date February 6, 2002

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

Please provide the requested information:

**College:** Arts & Sciences

**Program Area:** General Education, Department Core

**Date:** February 6, 2002

**Course Prefix & No.:** ENGL 112

**Course Title:** Written Communication II

**Credits:** 3

**Required by:** Meets the General Education requirement and Department Core requirement.

**Selective in:**

**Elective in:**

**General Education:**

**Lecture:** 3

**Lecture/Lab:**

**Contact hours lecture:** 3

**Contact hours lab:**

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

No change, see current 2001-2003 Catalog

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

No change in course description, just add, "Prerequisites: ENGL 111 or HON 111," at the end of the description.

**Course Outcome Objectives:**

No 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.**