

# 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 # 0125	Title: Biol 425/ENR 428 Qual list. Add pre reqs to both
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(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 4/9/02 4/10/02	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> Signature: <u>[Signature]</u> Date: <u>4-13-02</u>
Forwarded to Gen Ed Committee	_____	Approved _____ Disapproved _____ Signature _____ Date _____
Returned to ACAD Senate Forwarded to Curriculum Committee	4/19/02 9/18/02	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> Signature: <u>[Signature]</u> Date: <u>12/11/02</u>
Returned to ACAD Senate for Vote	12/12/02	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> Signature: <u>[Signature]</u> Date: <u>1/21/03</u>
Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting	1/29/03	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> Signature: <u>[Signature]</u> Date: _____
Forwarded to Provost for Approval/Disapproval	1/31/03	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> Signature: <u>Roger A. Barber</u> Date: <u>2/10/03</u>
Forwarded to Chancellor for Approval/Disapproval	_____	Approved _____ Disapproved _____ Signature _____ Date _____

Copies sent to originating college and registrar's office  
 C:/data/proposaltracking sheet ACAD 10 10 01

## COURSE REVISION FORM

   W    DROPPED    MAJOR REVISION   X   FOR INFORMATION ONLY   

College   Education, Arts & Sciences   Program Area   Secondary Education   Date   3/26/02  

Submitter   *A. Sellen*   Chair/Dean   *Andrew Sellen*   Date   3-29-02    
Signature Signature (indicates "college" level approval)   *W. J. Deet*     4/4/02  

Please provide the requested information:

**College:** Education and Arts & Sciences  
**Program Area:** All Secondary Education Majors  
**Date:** 3/26/02  
**Course Prefix & No.:** BIOL 425 ~~and~~ EDUC 425

**Course Title:** Methods of Teaching Secondary Science  
**Credits:** 2

**Required by:** All General Science Education majors  
**Selective in:**  
**Elective in:**  
**General Education:**

**Lecture:** 2  
**Lecture/Lab:**  
**Contact hours lecture:**  
**Contact hours lab:**

**Proposal:** Adding prerequisites.

**Rationale:** Inspired by NCATE 2000 standards coupled with program review prompted the changes in prerequisites in this course to meet the developmental needs of candidates and compliment the direction, role and scope of the spiraling teacher education curriculum

**Current Catalog Description (include all prerequisites):** "Practical and hands-on approach to illustrating the techniques and materials for teaching at the secondary level in physical and biological sciences. Offered alternate years: Prerequisite: Junior standing."

**Proposed or New Catalog Description (include all prerequisites):** This course is a study of the practical and hands-on approaches that illustrate the techniques and materials for teaching at the secondary level in physical and biological sciences. Prerequisites include: Junior standing, admission to Teacher Education, EDUC 3XX: Integrating Technology into Education, and EDUC 3XX Introduction to Curriculum Planning and Practice.

**Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.** NONE