

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>04-10</u>	Title: <u>CRSE REV: EN91 091 (EN91 III)</u>
(proposal explanation, submitter and college chair/dean signatures on attached program/degree or course revision form)	

	Date				
Received by ACAD Senate	<u>2-4-05</u>		Approved	_____	Disapproved
Forwarded to Teacher Ed Council	<u>N/A</u>				
		Signature			Date
Forwarded to Gen Ed Committee	<u>2-7-05</u>		Approved	<u>X</u>	Disapproved
		Signature			Date
		<u>Greg Chou</u>			<u>2-16-05</u>
Returned to ACAD Senate	<u>N/A</u>		Approved	_____	Disapproved
Forwarded to Curriculum Committee	<u>2-16-05</u>				
		Signature			Date
		<u>Wanda E. Propp</u>			<u>4-11-05</u>
Returned to ACAD Senate for Vote	<u>4/20</u>		Approved	_____	Disapproved
		Signature			Date
		<u>[Signature]</u>			<u>4/21/05</u>
Sent to Provost's office for Full Faculty vote	<u>4/25</u>		Approved	_____	Disapproved
Voted on at Full Faculty meeting	<u>4/25</u>				
		Signature			Date
Forwarded to Provost for Approval/Disapproval	<u>[Signature]</u>		Approved	_____	Disapproved
		Signature			Date
Forwarded to Chancellor for Approval/Disapproval	<u>[Signature]</u>		Approved	_____	Disapproved
		Signature			Date
		<u>[Signature]</u>			<u>[Date]</u>

Copies sent to originating college and registrar's office _____

COURSE REVISION FORM

NEW ___ DROPPED ___ MAJOR REVISION ___ FOR INFORMATION ONLY x ___

College Education, Arts & Sciences, and Nursing Program Area English Date February 3, 2005

Submitter Gregg Hester Chair/Dean Will Rauer Date Feb 5, 2005
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s): The intent of this proposal is to re-number ENGL 111: Written Communication I as ENGL 091: Written Communication I.

Please provide the following information:

College: Education, Arts & Sciences, and Nursing

Program Area: English

Date: February 3, 2005

Course Prefix & No.: ENGL 091

Course Title: Written Communication I

Credits: 3

Required by:

Selective in:

Elective in:

General Education:

Lecture: 3

Lecture/Lab:

Gradable Lab:

Contact hours lecture: 3

Contact hours lab:

Current Catalog Description (include all prerequisites): No change from current description

Proposed or New Catalog Description (include all prerequisites):

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.