

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>04-14</u>	Title: <u>B.A. COMMUNITY SERVICE</u>
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(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>N/A</u>		Approved	_____	Disapproved
Returned to ACAD Senate	<u>N/A</u>		Signature	_____	Date
Forwarded to Curriculum Committee	<u>2-7-05</u>		Approved	<u>2-17-05</u>	Disapproved
Returned to ACAD Senate for Vote	<u>2-22-05</u>		Signature	<u>2-17-05</u>	Date
Sent to Provost's office for Full Faculty vote	<u>3-2-05</u>		Approved	_____	Disapproved
Voted on at Full Faculty meeting	<u>3/8/05</u>		Signature	_____	Date
Forwarded to Provost for Approval/Disapproval	<u>3/10/05</u>		Approved	_____	Disapproved
Forwarded to Chancellor for Approval/Disapproval	<u>3-13-05</u>		Signature	_____	Date
Copies sent to originating college and registrar's office	<u>3/14/05</u>		Approved	_____	Disapproved
C/data/proposaltracking sheet ACAD 10 10 01			Signature	_____	Date

2-11-05 Returned to Katherine Williams for corrections OK 10

