

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>

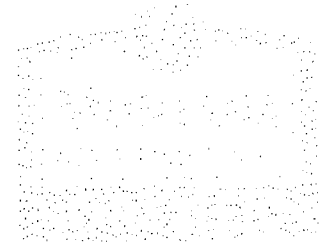
***** (If a proposal is disapproved at any level, it is returned through the Academic Senate secretary to the Chair/Dean of the submitting college who then notifies the originator.)

Proposal # 05-08	Title: Personal Relationship to Instructor Policy
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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 Forwarded to Gen Ed Committee Returned to ACAD Senate Forwarded to Curriculum Committee Returned to ACAD Senate for Vote Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting Forwarded to Provost for Approval/Disapproval Forwarded to Chancellor for Approval/Disapproval Copies sent to originating college and registrar's office	Date 12/13/05 1/18/06 1/31/06 2/1/06 2/1/06 2/1/06	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Approved _____</td> <td style="width: 50%; text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black;">Signature _____</td> <td style="border-top: 1px solid black;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black;">Signature _____</td> <td style="border-top: 1px solid black;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black;">Signature _____</td> <td style="border-top: 1px solid black;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black;">Signature _____</td> <td style="border-top: 1px solid black;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black;">Signature _____</td> <td style="border-top: 1px solid black;">Date _____</td> </tr> </table>	Approved _____	Disapproved _____	Signature _____	Date _____	Approved _____	Disapproved _____	Signature _____	Date _____	Approved _____	Disapproved _____	Signature _____	Date _____	Approved _____	Disapproved _____	Signature _____	Date _____	Approved _____	Disapproved _____	Signature _____	Date _____
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MEMO



DATE: November 7, 2005
TO: Academic Senate
FROM: Carol Reifschneider
For the College of Education, Arts and Sciences and Nursing
RE: Policy Proposal

Please consider the following policy proposal for campus-wide adoption by MSU-Northern:

Policy:

Students registered for a course with a personal or legal relationship (i.e.: spouse, parent-child, sibling) to the instructor will be allowed to participate in the course, and all course requirements will be evaluated by another instructor appointed by the dean of the college in which the course resides. Assessment of course requirements will follow guidelines/criteria established in the course syllabus or through instructor-developed rubrics. Formative grades will be reported to the instructor of record and the student following the guidelines in the syllabus, and a summative "final" grade will be submitted to the instructor of record and the dean by the designated instructor according to the registrar's schedule for final grades.

Rationale:

Due to the small student body and faculty population of the university community, this issue has arisen in the past. To protect the student and instructor from challenges to their integrity, this policy will allow students to register and participate in courses required for their program of study without having to create additional sections with a different instructor or provide independent study arrangements. Although several sources on campus attest to past practice that follows the spirit of this proposed policy, having the policy formally adopted and printed in the catalog and student handbook alerts students to its existence and their rights.

Approved 11-16-05
CAR