

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

<b>Proposal #</b> <u>10-21</u>	<b>Title:</b> <u>Request to add Clean-Up Day to Academic Calendar</u>
(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)	

	Date	
Received by ACAD Senate	<u>04-08-11</u>	<u>Calendar</u>
Forwarded to Gen Ed Committee	_____	Approved _____ Disapproved _____ <hr/> Signature _____ Date _____
Returned to ACAD Senate	_____	
Forwarded to Curriculum Committee	_____	Approved _____ Disapproved _____ <hr/> Signature _____ Date _____
Returned to ACAD Senate	_____	
Forwarded to Graduate Council	_____	Approved _____ Disapproved _____ <hr/> Signature _____ Date _____
Returned to ACAD Senate for Vote	<u>4-12-11</u>	Approved <u>[Signature]</u> Disapproved <u>[Signature]</u> <hr/> Signature _____ Date <u>4-12-11</u>
Forwarded to Provost for Approval/Disapproval	_____	Approved _____ Disapproved _____ <hr/> Signature _____ Date _____
Forwarded to Chancellor for Approval/Disapproval	_____	Approved _____ Disapproved _____ <hr/> Signature _____ Date _____
Copies sent to originating college and	_____	

## Lourdes Caven

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**From:** Larry Strizich  
**Sent:** Friday, April 08, 2011 5:29 AM  
**To:** Lourdes Caven  
**Cc:** Lanny Wilke  
**Subject:** FW: Clean Up Day

Lourdes - can you put this into a proposal form and include it on the agenda for Tuesday's meeting.

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Larry Strizich, EdD, PE  
Professor of Computer and Electronics Engineering Technology  
Chair of the College of Technical Sciences  
(406)265-3724  
techsci.msun.edu/strizich

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**From:** Rosalyn Templeton  
**Sent:** Thursday, April 07, 2011 5:14 PM  
**To:** Larry Strizich; Lanny Wilke  
**Cc:** Lindsey Brown; Rosalyn Templeton; Amy Bryant  
**Subject:** FW: Clean Up Day

Hello Larry and Lanny,

The request for adding Clean-up Day to the academic calendar, most likely, should go through the Academic Senate. We want to make sure that Clean-up Day on April 17, 2012 is supported by faculty members with a vote from AS. Thanks.

Rosalyn

Rosalyn Anstine Templeton, Ph.D.  
Provost/Vice Chancellor for Academic Affairs  
Montana State University-Northern  
PO Box 7751  
210 Cowan Hall  
Havre, Mt 59501  
406 265-3726  
Email: [rosalyn.templeton@msun.edu](mailto:rosalyn.templeton@msun.edu)

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**From:** Lindsey Brown  
**Sent:** Thursday, April 07, 2011 4:58 PM  
**To:** Denise Brewer  
**Cc:** Rosalyn Templeton  
**Subject:** FW: Clean Up Day

Denise,

**From:** LeAnn Lee [mailto:leannlee5a@gmail.com]

**Sent:** Thursday, April 07, 2011 3:30 PM

**To:** Lindsey Brown

**Subject:** Re: Clean Up Day

Lindsey,

Campus Clean-Up Day for next year will be April 17th, 2012. It is a Tuesday.

Smiles!

LeAnn