

ACADEMIC SENATE PROPOSAL TRACKING SHEET
(Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)

Proposal # 17-25

Title: WRIT 104 Remove

(Proposal explanation, submitter and college dean signatures on attached program/degree or course revision form.)

APR 26 2018

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 or General Education Inclusion form) to the Academic Senate Secretary. **NOTE: Level 1 or Level 2 forms must be submitted concurrent with this proposal where applicable. For Education proposals, PEU approval must be received prior to forwarding the proposal to the Senate.**
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. A transmittal e-mail will be sent to the Recording Secretary of the receiving committee, cc Provost's Administrative Assistant, by the Academic Senate Secretary. A digital copy of the proposal will be linked on the Academic Senate Proposal page by the Academic Senate Secretary.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is returned to the Academic Senate Secretary for forwarding 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, via the Academic Senate, when a proposal is disapproved and the proposal is returned to the originator. Upon completion of committee action, the proposal will be returned to the Academic Senate Secretary, and a transmittal e-mail sent by the Committee Recorder to the Senate Secretary, cc Provost's Administrative Assistant.
4. The Academic Senate considers the proposal and recommends approval or disapproval. If approved, the proposal is forwarded to the Provost for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration, utilizing the procedures set forth in the Senate Bylaws. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. Approved proposals will be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor. From this point forward, the Provost's Administrative Assistant will update the Proposal page on the website by contacting the webmaster.
7. The Chancellor approves or disapproves the proposal.
8. The proposal will then either be implemented or referred to MSU for further action. The tracking page on the Provost site will be updated as required.

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/senate/proposals.htm>

**Documentation and forms for the curriculum process is also available on the web page:
<http://www.msun.edu/admin/provost/forms.htm>**

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

See back for tracking form

	Date	Action Taken	Signature	Date	Comments/Reason for Disapproval	Sent to	Date	Transmittal E-mail sent
*Abstract received by Senate Secretary		Copy to Senate President. Forward to Provost.						
*Provost		<input type="checkbox"/> Abstract Approved <input type="checkbox"/> Disapproved						
Received by Senate Secretary	7/26/18	Tracking form initiated	D Bradley		forward	G Sumaw	8/31/18	Inner Office
General Education Committee (if applicable)	NA 8/23/2018	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Gary Sumaw	8/23/2018	NA	J. Todd	9/15/18	Inner Office
Curriculum Committee (if applicable)	9/17/18	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Gay B	9/17/18	forward	M Seiffert	10/2/18	held for meeting
Academic Senate	10/8/17	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Seiffert	10/17/18	forward	C Bond	10/22/18	Inner Office
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Chancellor		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
NWCCU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		Advise originating college and Academic Senate of status. Update Web page.						
Registrar		Catalog/Policy Manual Update						

NOTE: The secretary of the Academic Senate will update the Academic Senate Proposal web page from initial receipt until the proposal reaches the Provost. The Provost's Administrative Assistant will ensure that the current status of each proposal is maintained on the Academic Senate Proposal web page from that point forward.

*Abstract and pre-approval required for new programs ONLY.

CEASN PROPOSAL TRACKING SHEET

(Document to Be Originated By CEASN Secretary)

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms) to the CEASN Administrative Assistant.
2. The CEASN Administrative Assistant forwards them to the appropriate CEASN Committee.

Proposal Number: #27	Title: WRIT 104 (Remove)
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Date

Received by CEASN Administrative Assistant

4-12-18

Forwarded to CEASN College Meeting

4-24-18

Approved

Disapproved



Chair
Signature

4.25.18

Date

Returned to CEASN Administrative Assistant

4-26-18

Forwarded to Dean for Signatures

4-26-18

Carol A. Reifhened 4-26-18

Dean
Signature

Returned to CEASN Administrative Assistant

4-26-18

Forwarded to Professional Education Unit

No

Approved

Disapproved

~~Signature _____ Date _____~~

Returned to CEASN Administrative Assistant

4-26-18

Forwarded to Academic Subcommittees

8-31-18

COURSE REVISION FORM

NEW _____ DROPPED XX MAJOR REVISION _____ FOR INFORMATION ONLY _____

College CEASN Program Area English Date 4/12/2018

Submitter  Dean  Date 4-26-18
Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):
No longer taught. Needs to be dropped from Catalog.

Please provide the following information:

College: CEASN

Program Area: English

Date:

Course Prefix & No.: WRIT 104 Workplace Communications

Credits: 2

Required by: none

Selective in: none

Elective in: none

General Education:

Current Catalog Description (include all prerequisites):

This course introduces students to written and oral communication required in the workplace. Emphasis is placed on basic written formats commonly used in workplace environments such as workplace incident summaries, letters, memos, and brief reports. Students also gain experience in writing application letters, resumes, follow-up letters, as well as interviews.

Proposed or New Catalog Description (include all prerequisites): N/A

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.

None required

Updated 09/29/05