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

APR 26 2018

Proposal # 17-41	Title: ENGL 513 Information Only

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

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		☐ Abstract Approved ☐ Disapproved						
Received by Senate Secretary	4/28/18	Tracking form initiated	DBradley		forward	G. Succaw	8/31/18	inner office
General Education Committee (if applicable)	8/23/ 2018	☐ Approved ☐ Disapproved	Gary L. Succaw	8/23/ 2018	NA	Dr. Todd M. Seifert	9/15/18	inner office
Curriculum Committee (if applicable)	9/17/18	☑ Approved ☐ Disapproved	Gay Dr	9/17/18	forward	Dr. Todd M. Seffcot	10/2/18	Dean to meeting
Academic Senate	10/16/18	☑ Approved ☐ Disapproved	Seffot	10/18/18	forward	Bond	10/22/18	inner office
Full Faculty (if necessary)		☐ Approved ☐ Disapproved						
Provost		☐ Approved ☐ Disapproved						
Chancellor		☐ Approved ☐ Disapproved						
MSU		☐ Approved ☐ Disapproved						
BOR		☐ Approved ☐ Disapproved						
NWCCU		☐ Approved ☐ 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.*

Academic Senate Form 1 (Revised 3/21/2012)

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: #43	Title: ENGL 513 *Information only*

Date

Received by CEASN Administrative
Assistant   4.13-18

Forwarded to CEASN College Meeting   4.24.18   Approved ✗   Disapproved ___

                                                                    4/25/18
                                              _____   _____
                                                Chair   Date
                                                Signature

Returned to CEASN Administrative
Assistant   4.26.18

Forwarded to Dean for Signatures   4.26.18   *Carol A. Rapchred*   4-26-18
                                                    Dean
                                                    Signature

Returned to CEASN Administrative
Assistant   4.26.18

Forwarded to Professional Education Unit *Yay 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 _____ MAJOR REVISION _____ FOR INFORMATION ONLY _XX_

College _CEASN_____ Program Area _English_____ Date _4/12/2018_

Submitter _[signature]_____ Dean _Carol A. Reichwrd___ Date _4-26-18_
       Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):
Flocking made ENG and ENGL prefixes obsolete. **Should be EDU 597 EN**

Please provide the following information:

College: CEASN
Program Area: **English**
Date:
Course Prefix & No.: ENGL 513
Credits: 3
Required by: none
Selective in: none
Elective in: none
General Education:

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites): N/A
This course is a study of the theories and methods of teaching English, including study of the theories and methods of teaching creative writing and composition. Theory and practice concentrates on teaching English at the middle school and senior high school level. Students will be required to complete a field experience in English at the middle or senior high school level while enrolled in this course. The maximum hours of field experience required during the term will be 45 hours. Prerequisites: Level I Admission to Teacher Education, EDU 380 and EDU 383. Graduate requirements are described in the course syllabus. When this class is taken at the 500 level, it is a graduate course and expectations for student performance are at an advanced level. Evaluation of course requirements is more rigorous than at the lower division section of this course.

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