

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

Proposal # 20-07	Title: WRIT 101L: Major Revision	NOV - 9 2020
-------------------------	---	---------------------

(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.
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	11/9/2020	Tracking Provost			forwarded to Provost	C	11/10/2020	merged into email
General Education Committee (if applicable)	N/A							
Curriculum Committee (if applicable)	N/A	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Academic Senate	11/10/2020	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Carol A. Raphael		forwarded to Provost	C	11/30/2020	merged into email
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		2/19/21				
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		3-1-2021		A.A	3/3/21	
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.**

COURSE REVISION FORM

NEW _____ DROPPED _____ MAJOR REVISION XX FOR INFORMATION ONLY _____

College CASE Program Area WRITING Date 10/25/20

Submitter  Signature Dean  Signature (indicates "college" level approval) Date 11-6-2020

Please provide a brief explanation & rationale for the proposed revision(s):
In order to enable students to better register for, add, and drop the lab component of writing as well as make scheduling smoother, we wish to change the policy so that everyone registers for WRIT 101 and then those that require the remedial lab, based on test scores, will take it as a co-requisite. This will also aid us in balancing credit load for instructors. In order to accomplish this, we need to change this course to a 1 credit lab, add a concurrent enrollment requirement, and alter the description.

Please provide the following information:

College: CASE
Program Area: Writing
Date: 10/25/2020
Course Prefix & No.: WRIT 101 L

Course Title: College Writing Lab
Credits: 1

Required by: All 2 and 4 year programs, as well as some certificate programs

Selective in:
Elective in:
General Education: CAT I

Lecture: 0
Lecture/Lab:
Gradable Lab: 1
Contact hours lecture:
Contact hours lab: 2

Current Catalog Description (include all prerequisites):
NONE listed

Proposed or New Catalog Description (include all prerequisites):
This course supports the student in successful completion of WRIT 101. Students will have lab time to work on refining their writing and developing skills needed in WRIT 101 and beyond. Students will use lab time with more individual attention to work on writing concerns. This course must be taken concurrently with WRIT 101 as needed, in accordance with Board of Regents Policy 301.16, as explained in this catalog under General Education Course Placement.

Course Outcome Objectives:
Upon successful completion of this course, students will be able to

- Consider and successfully address audience, purpose, context, and genre.
- Develop strategies for writing, including planning, organizing, drafting, editing, and reflecting.
- Revise documents until they are effective, clear, complete, concise, and correct.
- Develop ideas logically, clearly, and convincingly.
- Control the conventions of language.
- State and support a position on an issue, through writing, with some elaboration or relevant explanation.

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources. Course requires computer lab access and may require use of the library and library databases.

Updated 09/29/05

CASE PROPOSAL TRACKING SHEET

(Document to Be Originated by CASE Admin. Associate)

1. Submit all proposals (using the appropriate Academic Senate Program/Degree and /or course revision forms) to the CASE Admin. Associate
2. The CASE Admin. Associate then forwards the proposal to the appropriate CASE Committee

Proposal No.	<u>#29</u>	Date	<u>WRIT 101 L</u>	
Received by CASE Admin. Associate	<u>10-26-2020</u>	Approved	<input checked="" type="checkbox"/>	Dissapproved <input type="checkbox"/>
Forward to CASE College Meeting	<u>10-27-2020</u>	Signature	<u>Valeri J. [Signature]</u>	Date <u>11/2/2020</u>
Returned to CASE Admin. Associate	<u>NA</u>	Approved	<input type="checkbox"/>	Dissapproved <input type="checkbox"/>
Forward to Director of Education (EDUC proposals only)	<u> </u>	Signature	<u> </u>	Date <u> </u>
Returned to CASE Admin. Associate	<u>11-04-2020</u>	Approved	<input checked="" type="checkbox"/>	Dissapproved <input type="checkbox"/>
Forward to Dean of CASE	<u>11-04-2020</u>	Signature	<u>Andreas [Signature]</u>	Date <u>1-6-2020</u>
Returned to CASE Admin. Associate	<u>11-09-2020</u>	Approved	<input type="checkbox"/>	Dissapproved <input type="checkbox"/>
Forward to Professional Education Unit	 	Signature	 	Date
Returned to CASE Admin. Associate	<u>11-09-2020</u>	Approved	<input type="checkbox"/>	Dissapproved <input type="checkbox"/>
Forward to Academic Senate Subcommittees	<u>11-09-2020</u>	Signature	<u> </u>	Date <u> </u>

Updated 10/01/2018 (removal of NRSB) DDB
Updated 10/03/2018 (add Director of EDUC) DDB