

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

<b>Proposal # 20-08</b>	<b>Title: CRWR 340: Intermediate Creative Writing Workshop</b>	<b>NOV - 9 2020</b>
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(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	D. Bradley		forwarded to AC Senate		11/30/2020	unmodified email
General Education Committee (if applicable)		N/A						
Curriculum Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	N/A					
Academic Senate	11/6/2020	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Carol A. Raphael		forward to Provost office		11/30/2020	Lower Offices? email
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	ml	2/19/21				
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	D. Keyf	3.1.2021		A.A.	3/13/21	
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 <sup>4/25/20</sup>

NEW \_\_\_\_\_ DROPPED \_\_\_\_\_ MAJOR REVISION \_\_\_\_\_ FOR INFORMATION ONLY XX

College CASE Program Area Creative WRITING Date 10/25/20

Submitter  Dean \_\_\_\_\_ Date \_\_\_\_\_  
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):  
The catalog description for this course is rife with grammatically questionable syntax.

Please provide the following information:

**College:** CASE

**Program Area:** Creative Writing

**Date:** 10/25/2020

**Course Prefix & No.:** CRWR 340

**Course Title:** Intermediate Creative Writing Workshop

**Credits:** 1

**Required by:** Secondary Education English

**Selective in:** Liberal Studies Major, Health Promotions

**Elective in:**

**General Education:**

**Lecture:**

**Lecture/Lab:** 3

**Gradable Lab:**

**Contact hours lecture:**

**Contact hours lab:**

**Current Catalog Description (include all prerequisites):**

Writing poetry and fiction. Study of the techniques of poetry--the creation and use of metre, rhyme, line, stanza, tone and figurative language--and of fiction--development of action, character, and narrative voice. Formerly ENGL 311. Offered Spring semester odd years.

**Proposed or New Catalog Description (include all prerequisites):**

This course requires students to engage in an advanced study of the writing of poetry and fiction. Students will investigate the techniques of poetry, including meter, rhyme, line, stanza, tone, and figurative language. Students will also practice the techniques of fiction writing, including the development of plot, action, and story arc, character development, and different narrative voices. May be offered Spring semester odd years, as needed.

**Course Outcome Objectives:**

Upon successful completion of this course, students will be able to

- Explain the essential craft techniques of a given genre in substantial detail;
- Write original works in a specified genre and submit for peer review;

- Analyze and discuss the work of other students in a workshop format;
- Read and discuss the work of established writers in a given genre;
- Assemble a portfolio of creative work completed and revised during the semester.

**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**

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>#28</u>	Date		Approved	<input checked="" type="checkbox"/>	Dissapproved	<input type="checkbox"/>
Received by CASE Admin. Associate		<u>10-26-2020</u>		<u>Valerie [Signature]</u>			<u>11/2/2020</u>
				Signature			Date
Forward to CASE College Meeting		<u>10-27-2020</u>		Approved	<input type="checkbox"/>	Dissapproved	<input type="checkbox"/>
				Signature			Date
Returned to CASE Admin. Associate		<u>N/A</u>		Approved	<input type="checkbox"/>	Dissapproved	<input type="checkbox"/>
Forward to Director of Education (EDUC proposals only)				Signature			Date
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>		<u>Andrew [Signature]</u>			<u>11-6-2020</u>
				Signature			Date
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			Date

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