

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

Proposal # 22-42

Title: WRIT 218; Journalism

(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		<input type="checkbox"/> Abstract Approved <input type="checkbox"/> Disapproved						
Received by Senate Secretary	03/03/2023	Tracking form initiated	DocuSigned by: Debra Bradley 26500A1E6DE64DB...		Forward to Gen Ed	K Udayakumar		DocuSign
General Education Committee (if applicable)	30/05/2023	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DocuSigned by: Samantha Balemba C3159617666648A...		N/A	Debra Bradley		DocuSign
Curriculum Committee (if applicable)	3/29/23	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DocuSigned by: Casey Donovan A34AE230AD5D8B1...		Forward to Academic Senate	Valerie Guyant		DocuSign
Academic Senate	4/11/23	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DocuSigned by: Valerie Guyant DE995B0729A143B...		forward to Provost	C. Reifschneider		DocuSign
Full Faculty (if necessary)		<input type="checkbox"/> Disapproved <input type="checkbox"/> Approved						
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	N/A					
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	N/A					
NWCCU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	N/A					
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 _____ FOR INFORMATION ONLY XX

College CASE Program Area Education Date 1/31/23

Submitter  Dean  Date 5-1-23
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):
Update description to include news media that is not in print form.

Please provide the following information:

College: CASE

Program Area: English

Date: 1/31/2023

Course Prefix & No.: WRIT 218

Course Title: Journalism

Credits: 3

Required by:

Selective in: Liberal Studies

Elective in:

General Education: Proposed

Lecture: 3

Lecture/Lab:

Contact hours lecture: 3 per week

Contact hours lab:

Current Catalog Description (include all prerequisites): None

Analysis of the print news media, including introduction to reporting and writing the news and to newspaper production; practice in writing news, editorials, and features.

Proposed or New Catalog Description (include all prerequisites):

Analysis of the news media, including introduction to reporting and writing the news and to news production; practice in writing news, editorials, and features for print and other media.

Course Outcome Objectives:

- Describe the characteristics of a news story for print, web, broadcast, and radio;
- Critically evaluate and tailor their work to the appropriate audience or format.
- Find an appropriate topic and write a news story, a feature story, and develop other journalistic content;
- Identify issues currently being considered by journalism scholars;
- Critically analyze news from print, web, broadcast, and radio.
- Research and evaluate information.
- Write with precision and clarity.

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