

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

Proposal # 23-25	Title: Revise Course Description and Standardize Credits for BIOO 381 Zoology Lab
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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 (Arts, Sciences & Education; Health Sciences; 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 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 committee will provide written rationale to the originator, via the Academic Senate.* The originator may request that the item be forwarded to the next body for consideration. Upon completion of subcommittee action, the proposal will be returned to the Academic Senate Secretary for consideration at the next Academic Senate meeting.
4. The Academic Senate considers the proposal and recommends approval or disapproval. If approved, the proposal is forwarded to the Provost for consideration within 10 working days. If the Academic Senate disapproves the proposal, the Academic Senate will provide written rationale to the originator. * The originator may request that the item be forwarded to the Full Faculty for consideration, utilizing procedures set forth in the Senate Bylaws.
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. If approved, 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 are also available on the web page: <http://www.msun.edu/admin/provost/forms.htm>

*** If a proposal is disapproved, it is returned 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
Received by Senate Secretary	12/1/2023	Tracking form initiated	<small>DocuSigned by:</small> Brittany Garden <small>71310C69454D9458</small>	12/1/2023		Sent to Curriculum Committee	12/1/2023	DocuSign
General Education Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Curriculum Committee (if applicable)	1/4/2024	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<small>DocuSigned by:</small> Casey Donovan <small>71310C69454D9458</small>	1/4/2024	Passed - Forward to Academic Senate			
Academic Senate	1/12/2024	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<small>DocuSigned by:</small> Valerie Guyard <small>71310C69454D9458</small>	1/12/2024				
Provost	01/22/24	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<small>DocuSigned by:</small> [Signature] <small>71310C69454D9458</small>	01/22/24				
Chancellor	1-26-2024	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	[Signature]	1-26-2024		Provost	1-29-24	
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.

Academic Senate Form 1 (Revised 4/4/2023)

COURSE REVISION FORMNEW _____ DROPPED _____ MAJOR REVISION **X** FOR INFORMATION ONLY _____

- For purposes of this form, "For Information Only" should be used for catalog description or objective changes ONLY

College **Arts, Sciences & Education** Program Area **Biology (B65)**Submitter _____ Dean _____ Date _____
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):

This proposal seeks to revise the course description for BIOO 381 Zoology Lab and standardize credits with other upper division courses in the Biology Program and MUS.**Course Prefix & No.:** BIOO 381**Current Course Title:** Zoology Laboratory**Proposed Course Title (when applicable):****Current # of Credits:** 2**Proposed # of Credits (when applicable):** 4/0**[please specify degrees]:****Required by:****Selective in:****Elective in:** Biology – Ecology and Conservation Biology Track**General Education Category:****Lecture:****Lecture/Lab:** 4/0**Gradable Lab:****Lecture contact hours per week:** 3**Lab contact hours per week:** 2**Current Catalog Description (include all prerequisites):** A survey of invertebrate and vertebrate animal phyla including classification, morphology, physiology, characteristics, and natural history. Concurrent enrollment in BIOO 381 required. Prerequisite: BIOB 160 or equivalent.**Proposed or New Catalog Description (include all prerequisites):** The laboratory presents an integrated study of vertebrate and invertebrate structure and function, covering basic anatomy and physiology of multiple organisms. The laboratory incorporates readings and discussions of relevant peer-reviewed scientific articles, with the opportunity to present materials. The laboratory allows for 'hands-on' practical application of learned topics and concepts covered in the lecture portion of this course. Prerequisites: BIOB 170/171 Organismal Diversity and Evolution**Course Outcomes/Objectives:**

1. Understand and use laboratory equipment necessary for proper examination of specimens.
2. Understand basic anatomy and physiology of the multiple organisms.
3. Demonstrate a basic competency in comprehending peer-reviewed research and interpreting scientific data, in order to develop a level of understanding necessary for teaching and presentation.
4. Learn a variety of laboratory techniques relevant to human clinic and research environments, including laboratory safety and conduct. Implementing the scientific method to understand anatomical and physiological conditions.

Please note additional instructional resources needed, if any (including library materials, special equipment, and facilities). Approval does not indicate support for new faculty or additional resources.

A need for additional instructional resources is not anticipated.