

ACADEMIC SENATE PROPOSAL TRACKING SHEET

(Document To Be Originated By Academic Senate Secretary On Canary Color Paper)

All proposals MUST have their originating college faculty body (Ex. Nursing, Technical Sciences, Arts & Sciences, Education) approval and must be signed by the submitter and the college chair/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) to the Academic Senate Secretary.
2. The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate subcommittee(s): Teacher Education (if applicable), General Education (if applicable), or Curriculum.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is forwarded 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 when a proposal is disapproved and the proposal is returned to the originator.
4. The Academic Senate considers the proposal and approves or disapproves. If approved, the proposal is forwarded to the Full Faculty for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. The Full Faculty considers academic senate approved proposals. If faculty approve, the proposal will then be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor.
7. The Chancellor approves or disapproves the proposal.

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/asproposals.htm>

Documentation and forms for the curriculum process is also available on the web page:

<http://www.msun.edu/admin/provost/asforms.htm>

***** (If a proposal is disapproved at any level, it is returned through the Academic Senate secretary to the Chair/Dean of the submitting college who then notifies the originator.)

Proposal # 03-38	Title: IT 109 For Information Only <i>Indicate which has</i>
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(proposal explanation, submitter and college chair/dean signatures on attached program/degree or course revision form)

Received by ACAD Senate Forwarded to Teacher Ed Council	Date <u>3/22/04</u>	Approved _____ Disapproved _____	
Forwarded to Gen Ed Committee	_____	Signature _____ Date _____ Approved _____ Disapproved _____	
Returned to ACAD Senate Forwarded to Curriculum Committee	<u>3/22/04</u> <u>3/22/04</u>	Signature _____ Date _____ Approved <input checked="" type="checkbox"/> Disapproved _____ <i>T. Wilder</i> <u>3/25/04</u>	
Returned to ACAD Senate for Vote	<u>3/26/04</u>	Signature _____ Date _____ Approved _____ Disapproved <input checked="" type="checkbox"/> <i>[Signature]</i> <u>3/26/04</u>	
Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting	<u>3/26/04</u> <u>3/30/04</u>	Signature _____ Date _____ Approved <input checked="" type="checkbox"/> Disapproved _____ <i>[Signature]</i>	
Forwarded to Provost for Approval/Disapproval	<u>4/2/04</u>	Signature _____ Date _____ Approved <input checked="" type="checkbox"/> Disapproved _____ <i>[Signature]</i> <u>4/4/04</u>	
Forwarded to Chancellor for Approval/Disapproval	<u>4/5/04</u>	Signature _____ Date _____ Approved _____ Disapproved <input checked="" type="checkbox"/> <i>[Signature]</i> <u>4/5/04</u>	

COURSE REVISION FORM

NEW ___ DROPPED ___ MAJOR REVISION ___ FOR INFORMATION ONLY X

College COTS Program Area Industrial Tech Date 3-22-04

Submitter J E Hattke Chair/Dean Gregory D. Kegel Date 3.22.03
Signature Signature (indicates "college" level approval)

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

Submitted for informational purposes -- To correct error when course form was submitted last year - lecture/lab hours were not filled in and this is a lecture/lab course -- registrar's office is asking for documentation to correct error. Objectives were also not included on last years submission form

Please provide the following information:

Department: College of Technical Sciences
Program Area: Industrial Technology
Date: March 22, 2004

Course pref and no.: IT 109
Course title: Introduction to Woodworking
Credits: 3

Required by: Industrial Technology BS
Industrial Technology Ed BS

Selective in:

Elective in:

General Educ:

Lecture:

Lecture/lab: X

Contract hrs. lecture: 1

Contact hrs. lab: 4

Current Catalog Description (Include all prerequisites:)

A study in the use of equipment and procedures used in wood construction. Areas of concentration will be wood and related materials, joint design, adhesives, fasteners, hand tools, machine tools, setup and procedures, and safety. Emphasis will be on dedicated objectives with a final project. **Course Fee: \$35.00**

Course Outcome Objectives:

Demonstrate knowledge and skill in planning and designing wood products
Show the ability to select and identify materials appropriate for a given use
Identify and use proper woodworking safety procedures
Demonstrate knowledge and skill in basic woodworking processes
Demonstrate knowledge and skill in assembly and final surface preparation
Effectively and safely use hand and power tools
Demonstrate problem solving and decision-making abilities related to assigned projects
Complete all assignments within a given period of time.

New instructional Resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

Course rev form IT109 FYI 3-04