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. 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) 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 Dean of the submitting college who then notifies the originator.)

Proposal # 05-38	Title: Include course contact hours with course descriptions in catalog

(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)

Received by ACAD Senate Date 3/23/06
Forwarded to Teacher Ed Council _____ Approved _____ Disapproved _____
Signature _____ Date

Forwarded to Gen Ed Committee _____ Approved _____ Disapproved _____
Signature _____ Date

Returned to ACAD Senate
Forwarded to Curriculum Committee 3/24/06 Approved _____ Disapproved _____
Signature _____ Date

Returned to ACAD Senate for Vote 10/18/06 Approved ____ X Disapproved 11/21/06
Signature Date

Sent to Provost's office for Full Faculty vote 11/27/06
Voted on at Full Faculty meeting 11/28/06 Approved Disapproved 11/28/06
Signature Date

Forwarded to Provost for Approval/Disapproval 11/28/06 Approved Disapproved 12/11/06
Signature Date

Forwarded to Chancellor for Approval/Disapproval 12/11/06 Approved Disapproved 12/11/06
Signature Date

Copies sent to originating college and registrar's office _____

Updated 09/29/05

3/23/2006

Proposed Policy:

Course contact hours shall be listed with the course description in the catalog.

Rational:

Listing course contact hours with the course description along with course credits will inform students about the actual hours of class time that will be required for a course.

The listing in the catalog will also serve as an "official" information store for this data.

Submitted by:

Jay Howland

(lecture / Lab)