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

Proposal # 21-06	Title:	GDSN 250 Graphic Design I Major Revision

(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.
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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
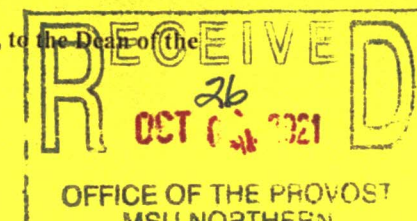
	Date	Action Taken	Signature	Date	Comments/Reason for Disapproval	Sent to	Date	Transmittal E-mail sent
*Abstract received by Senate Secretary		Copy to Senate President. Forward to Provost.	0					
*Provost		☐ Abstract Approved ☐ Disapproved						
Received by Senate Secretary	9/28/2021	Tracking	Debra Bradley —26500A1E6DE64DB...		Forward	V Guyant		DocuSign
General Education Committee (if applicable)	9/28/2021	☒ Approved ☐ Disapproved	Valerie Guyant —DE995B0729A143B...		Forward – Not applicable	rodd		Docusign
Curriculum Committee (if applicable)	10/6/2021	☒ Approved ☐ Disapproved	—CF66096B0CB64E7...		Forward	Academic Senate		docusign
Academic Senate	10/15/2021	☒ Approved ☐ Disapproved	Carol Reifschneider —8C0C778AE8D7467...		forward to Provost	Provost		Docusign
Full Faculty (if necessary)		☐ Approved ☐ Disapproved						
Provost		☒ Approved ☐ Disapproved		10/27/21	forward to Chnlr Oct 27, 2021			
Chancellor		☒ Approved ☐ Disapproved	Gregory D. Kegel	11.3.2021		Provost Office	11/3/21	
MSU		☐ Approved ☐ Disapproved	N/A					
BOR		☐ Approved ☐ Disapproved	N/A					
NWCCU		☐ Approved ☐ 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.

Academic Senate Form 1 (Revised 3/21/2012)

COURSE REVISION FORM

NEW_____ DROPPED _____ MAJOR REVISION _x___ FOR INFORMATION ONLY _____

College: CASE _____ Program Area: Graphic Design _____ Date: 2/23/2021

Submitter: *Mary ward* ___ Dean: *A Seller* ___ Date: 4/6-81

Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):
Removing course prerequisite of ART 150. ART 150 no longer exists.

Please provide the following information:
College: CASE
Program Area: Graphic Design
Date: 2/23/2021
Course Prefix & No.: GDSN 250

Course Title: Graphic Design 1
Credits: 3

Required by: Graphic Design Program (Major and Minor)

Selective in:
Elective in:
General Education:

Lecture: 45
Lecture/Lab:
Gradable Lab:
Contact hours lecture: 45
Contact hours lab: 0

Current Catalog Description (include all prerequisites):
Lecture/Studio course incorporating visual design concepts and techniques in problem-solving of commercial graphic arts assignments. Emphasis on individual creativity in realistic problem-solving situations. Prerequisite: Art 150.

Proposed or New Catalog Description (include all prerequisites):
Lecture/Studio course incorporating visual design concepts and techniques in problem-solving of commercial graphic arts assignments. Emphasis on individual creativity in realistic problem-solving situations.

Course Outcome Objectives:
No change

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

CASE PROPOSAL TRACKING SHEET

(Document to be Originated by the 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 forwards them to the appropriate CASE Committee

Proposal Number: # 38	Name: GDSN 250; Graphic Design I - Major Revision

Received by the CASE Admin Associate Date: 2/23/2021

Forward to the CASE College Meeting Date: 3/23/2021

Approved ✓   Not Approved

Valerie (Chair's Signature)   3/31/21 Date

Return to CASE Admim Date: 3-31-2021

Forward to the Professional Education Unit Date:

Approved _____   Not Approved _____

P E U Signature   Date

Return to CASE Admin Date: 3-31-2021

Forward to the Dean of CASE Date: 4-5-2021

Approved ✓   Not Approved _____

(Dean's Signature) 4-16-21   Date

Return to CASE Admin Date: 4-19-2021

Forward to Academic Senate Subcommittees Date: 9-20-2021

Updated 12-09-2019 DDB
Updated 10/03/2018 DDB
Updated 11/23/2020 DDB