

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 # <u>01-15</u>	Title: <u>SPAN 105 Course Title Change</u>
-------------------------	--

(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>2/4/02</u> <u>NA</u>	Approved _____ Disapproved _____ <hr/> Signature _____ Date _____ Approved _____ Disapproved _____ <hr/> Signature _____ Date _____
Forwarded to Gen Ed Committee	<u>NA</u>	Approved _____ Disapproved _____ <hr/> Signature _____ Date _____
Returned to ACAD Senate Forwarded to Curriculum Committee	<u>2/4/02</u> <u>2/6/02</u>	Approved <u>T. Wetzel</u> Disapproved _____ Signature _____ Date _____ Approved <u>3/9/02</u> Disapproved _____ Signature <u>R. Christeck</u> Date <u>3/19/02</u>
Returned to ACAD Senate for Vote	<u>3/5/02</u>	Approved _____ Disapproved _____ Signature _____ Date _____
Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting	<u>3/20/02</u> <u>3/26/02</u>	Approved <u>R. Christeck</u> Disapproved _____ Signature _____ Date <u>3-26-02</u> Approved <u>X</u> Disapproved _____ Signature <u>Norm Baron</u> Date <u>4/10/02</u>
Forwarded to Provost for Approval/Disapproval	<u>3-27-02</u>	Approved _____ Disapproved _____ Signature _____ Date _____
Forwarded to Chancellor for Approval/Disapproval	<u>4/10/02</u>	Approved _____ Disapproved _____ Signature _____ Date _____
Copies sent to originating college and registrar's office C:/data/proposaltracking sheet ACAD 10 10 01	<u>4-12-02</u>	

COURSE REVISION FORM

NEW ___ DROPPED ___ MAJOR REVISION ___ FOR INFORMATION ONLY

College Arts & Sciences Program Area Foreign Language Date January 22, 2002

Submitter _____ Chair/Dean _____ Date _____
Signature Signature (indicates "college" level approval)

Please provide the requested information:

College: Arts & Sciences

Program Area: Foreign Language

Date: January 22, 2002

Course Prefix & No.: Spanish 105

Course Title: Elementary Spanish to be changed to "Elementary Spanish I"

Credits: 4

Required by: Meets Humanities and Social Sciences foreign language requirement.

Selective in:

Elective in:

General Education:

Lecture: 4

Lecture/Lab:

Contact hours lecture: 4

Contact hours lab:

Current Catalog Description (include all prerequisites):

No change, see current 2001-2003 Catalog

Proposed or New Catalog Description (include all prerequisites):

No change in description. Title will change to
SPAN 105 Elementary Spanish I

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.