

# 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>01-18</u>	Title: <u>EDUC 450 Course Revision</u>
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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  Forwarded to Gen Ed Committee  Returned to ACAD Senate Forwarded to Curriculum Committee  Returned to ACAD Senate for Vote  Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting  Forwarded to Provost for Approval/Disapproval  Forwarded to Chancellor for Approval/Disapproval  Copies sent to originating college and registrar's office C/data/proposaltracking sheet ACAD 10 10 01	Date <u>2/14/02</u> <u>2/14/02</u>  <del><u>3/19/02</u></del>  <u>3/19/02</u> <u>3/19/02</u>  <u>4/2/02</u>  <u>4/10/02</u> <u>4-30-02</u>  <u>5-17-02</u>  <u>6-3-02</u>  <u>6-5-02</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">                             Approved <u>12/18/01</u>                              Signature <u>[Signature]</u> </td> <td style="width: 50%; text-align: center;">                             Disapproved _____                              Date _____                         </td> </tr> <tr> <td style="text-align: center;">                             Approved _____                              Signature _____                         </td> <td style="text-align: center;">                             Disapproved _____                              Date _____                         </td> </tr> <tr> <td style="text-align: center;">                             Approved <input checked="" type="checkbox"/> _____                              Signature <u>T. Walker</u> </td> <td style="text-align: center;">                             Disapproved _____                              Date <u>7/02/02</u> </td> </tr> <tr> <td style="text-align: center;">                             Approved <u>4/9/02</u>                              Signature _____                         </td> <td style="text-align: center;">                             Disapproved _____                              Date _____                         </td> </tr> <tr> <td style="text-align: center;">                             Approved _____                              Signature <u>Robert [Signature]</u> </td> <td style="text-align: center;">                             Disapproved _____                              Date <u>4/30/02</u> </td> </tr> <tr> <td style="text-align: center;">                             Approved _____                              Signature <u>Roger A. Barber</u> </td> <td style="text-align: center;">                             Disapproved _____                              Date <u>5/30/02</u> </td> </tr> <tr> <td style="text-align: center;">                             Approved _____                              Signature <u>[Signature]</u> </td> <td style="text-align: center;">                             Disapproved _____                              Date <u>6/3/02</u> </td> </tr> </table>	Approved <u>12/18/01</u> Signature <u>[Signature]</u>	Disapproved _____ Date _____	Approved _____ Signature _____	Disapproved _____ Date _____	Approved <input checked="" type="checkbox"/> _____ Signature <u>T. Walker</u>	Disapproved _____ Date <u>7/02/02</u>	Approved <u>4/9/02</u> Signature _____	Disapproved _____ Date _____	Approved _____ Signature <u>Robert [Signature]</u>	Disapproved _____ Date <u>4/30/02</u>	Approved _____ Signature <u>Roger A. Barber</u>	Disapproved _____ Date <u>5/30/02</u>	Approved _____ Signature <u>[Signature]</u>	Disapproved _____ Date <u>6/3/02</u>
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Approved _____ Signature <u>[Signature]</u>	Disapproved _____ Date <u>6/3/02</u>															

**Course Revision Form**

NEW \_\_\_ DROPPED \_\_\_ MAJOR REVISION X FOR INFORMATION ONLY \_\_\_

College: Education Program Area: Secondary Education Date: 12/18/01

Submitter: M. M. Croshy Chair/Dean: A. Gallen Date: 12-18-01  
Signature Signature (indicates "college" level approval)

College: Education  
Program Area: Education  
Date: 12/14/01  
Course Prefix & No.: EDUC 450

Course Title: Secondary Teaching Practicum and Seminar  
6 or 12 semester credits

**Current Catalog Description (include all prerequisites):**

This is a supervised student teaching experience in a teacher candidate's major and minor fields in an accredited middle or secondary school. Experiences will include typical responsibilities of a first year teacher and in particular, exposure to grades 5 and 6. Seminars held on campus. Prerequisites: Final Admission to Teacher Education, completion of content methods courses and EDUC455. Student must enroll in EDUC405 concurrently, either on campus or via distributive learning.

**Proposed or New Catalog Description (include all prerequisites):**

EDUC 450 Secondary Teaching Practicum and Seminar  
6 or 12 semester credits

This is a supervised student teaching experience in a Student Teacher Candidate's major and minor fields in an accredited secondary school. Experiences will include typical responsibilities of a first year teacher. Seminars will be held on campus. This course provides theory-based practice at a secondary level for Student Teacher Candidates seeking Montana 5-12 teacher certification. Prerequisite: Final Admission to Teacher Education.

**Course Outcome Objectives:**

Same