

ACADEMIC SENATE PROPOSAL TRACKING SHEET

APPROVED

(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 # 02-03	Title: New Courses - DRMA 1XX
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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>10/21/02</u> <u>NA</u>	Approved _____ Disapproved _____	Signature _____ Date _____ Approved _____ Disapproved _____
Forwarded to Gen Ed Committee	<u>NA</u>	Approved _____ Disapproved _____	Signature _____ Date _____ Approved _____ Disapproved _____
Returned to ACAD Senate Forwarded to Curriculum Committee	<u>NA</u> <u>10/21/02</u>	Approved _____ Disapproved _____	Signature <u>[Signature]</u> Date <u>12/11/02</u> Approved _____ Disapproved _____
Returned to ACAD Senate for Vote	<u>12/12/02</u>	Approved _____ Disapproved _____	Signature <u>[Signature]</u> Date <u>12/17/02</u> Approved _____ Disapproved _____
Sent to Provost's office for Full Faculty vote ✓ Voted on at Full Faculty meeting	<u>12/18/02</u> <u>1/25/03</u>	Approved _____ Disapproved _____	Signature <u>[Signature]</u> Date _____ Approved _____ Disapproved _____
Forwarded to Provost for Approval/Disapproval * approved with one change; see attached memo	<u>1/31/03</u>	Approved <u>X</u> Disapproved _____	Signature <u>Roger Sarbin</u> Date <u>2/10/03</u> Approved _____ Disapproved _____
Forwarded to Chancellor for Approval/Disapproval	<u>2/10/03</u> <u>2/13/03</u>	Approved _____ Disapproved _____	Signature <u>[Signature]</u> Date <u>2/12/03</u> Approved _____ Disapproved _____

PROCEDURAL SEQUENCE FOR ACADEMIC SENATE APPROVAL OF PROPOSALS

1. Submit all proposals to the Office of Academic Affairs.
2. The Senate President will log items and forward them to the appropriate Senate subcommittees.
3. The Senate subcommittee will send the proposal to the Senate.
4. Senate proposals will be considered by the Full Faculty.
5. If approved, the proposal will then be forwarded to the Vice Chancellor.

Proposals that require action to approve/disapprove/table or remand will be sent back to the Senate according to the monthly meeting schedule.

TITLE: DRAMA 1XX Drama Practicum

SUBCOMMITTEE: _____ PROPOSAL #:

PROPOSAL:

This proposal is to create a Drama Practicum that will benefit the students of MSU-Northern in multiple ways. It will offer students their initial exposure to the arts that will be useful in other classes offered in the humanities. This course will also strengthen general knowledge and experience in the arts themselves. In addition, it will help establish stronger ties between the Montana Actors' Theatre (the resident theatre company) and MSU-Northern and increase student involvement in MAT. Finally, this course will help provide greater opportunities for the students to involve themselves in campus life, thus enhancing the overall environment of MSU-Northern.

Action Signatures:

Will Rasmussen *Oct 2, 2002*
 Submitter Date

Will Rasmussen *Oct 18 02*
 College Chair/Dean Date

David Hamilton
 Committee Chair *curriculum*

Approve *X* Disapprove _____ Date *12/11/02*

 Committee Chair

Approve _____ Disapprove _____ Date

 Faculty Senate President

Approve _____ Disapprove _____ Date

 Provost/Senior Vice Chancellor for Academic Affairs

Approve _____ Disapprove _____ Date

COURSE REVISION FORM

NEW X DROPPED ___ MAJOR REVISION ___ FOR INFORMATION ONLY ___

College Arts & Science Program Area Drama Date ___

Submitter [Signature] Chair/Dean [Signature] Date 10/18/02
Signature Signature (indicates "college" level approval)

Please provide the requested information:

College: Arts & Science

Program Area: Drama

Date:

Course Prefix & No.: DRMA 1XX

Course Title: Drama Practicum

Credits: 1

Required by:

Selective in:

Elective in: Liberal Studies

General Education: Area A

Lecture:

Lecture/Lab: 1

Contact hours lecture:

Contact hours lab:

Current Catalog Description (include all prerequisites): N/A

Proposed or New Catalog Description (include all prerequisites):

This course provides experience in any of the range of activities required to produce and stage a theatrical presentation. The experiences may include, but are not limited to: Set design and construction, lighting, costuming, sound, publicity, box office, acting, stage management, and directing. By arrangement with the instructor, each student will undertake an individualized project. The complexity of these projects will reflect the credit level fulfilled. This course may be repeated for credit. Pre-requisite: None.

Course Outcome Objectives:

- a. To generate interest in the arts.
- b. To increase appreciation of the multiple facets of theatre.

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

TO: Larry Strizich
President, MSU-Northern Academic Senate

FROM: Roger Barber *Roger Barber*
Provost

The New Course Entitled Drama Practicum

DATE: February 10, 2003

I have approved the new course entitled "Drama Practicum" with one change. The course description says that the class may be repeated for credit, but it does not include a limitation on the number of times a student may do so. That is a very unusual. . .if not irregular. . . omission, so I have added a limitation to the course description.

The official catalogue description will now include the following additional language, which is underlined:

This course provides experiences in any of the range of activities required to produce and stage a theatrical presentation. The experiences may include, but are not limited to: set design and construction, lighting, costuming, sound, publicity, box office, acting, stage management, and directing. By arrangement with the instructor, each student will undertake an individualized project. The complexity of these projects will reflect the credit level fulfilled. This course may be repeated once for credit, for a total of two (2) credits on a student's MSU-Northern transcript.
Pre-requisite: None.

If you have any questions, I would be happy to try and answer them

Will Rawn