

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>02-06</u>	Title: <u>MATH 0XX Fundamentals of Arithmetic</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	Date <u>10/29/02</u> <u>NA</u>	Approved _____ Disapproved _____	
Forwarded to Gen Ed Committee	Date <u>12-12-02</u>	Approved _____ Disapproved _____	Signature _____ Date _____
Returned to ACAD Senate Forwarded to Curriculum Committee	Date <u>2/14/03</u> <u>10/25/02</u> <u>2/14/03</u>	Approved _____ Disapproved _____	Signature _____ Date _____
Returned to ACAD Senate for Vote	Date <u>12-12-02</u> <u>3/11/03</u>	Approved _____ Disapproved _____	Signature _____ Date _____
Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting	Date <u>3/12/03</u> <u>MAR 25 2003</u>	Approved _____ Disapproved _____	Signature _____ Date _____
Forwarded to Provost for Approval/Disapproval	Date <u>MAR 26 2003</u>	Approved _____ Disapproved _____	Signature _____ Date _____
Forwarded to Chancellor for Approval/Disapproval	Date <u>APR 7 2003</u>	Approved _____ Disapproved _____	Signature _____ Date _____
Copies sent to originating college and registrar's office	Date <u>APR 8 2003</u>	Approved _____ Disapproved _____	Signature _____ Date _____

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: Fundamentals of Arithmetic

SUBCOMMITTEE: _____ PROPOSAL #:

PROPOSAL:

Proposal to create Math OXX - Fundamentals of Arithmetic. A course designed for students who are not prepared for the Introduction to Algebra courses.

Action Signatures:

V. Scutten 10-22-02
 Submitter Date

W. Rawn Oct 24, 02
 College Chair/Dean Date

 Committee Chair

Approve _____ Disapprove _____ Date

 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 and Sciences Program Area: Mathematics Date: October 2, 2002

Submitter: DeLong/Sluiter/Swartz Chair/Dean: Will Rauer Date: Oct 24, 02
Signature Signature (indicates "college" level approval)

Please provide the following information:

College: Arts and Sciences

Program Area: Mathematics

Date: October 2, 2002

Course Prefix & No.: MATH 0X~~X~~, $X \leq 9$, $Y < 4$, and $X, Y \in \{\text{whole numbers}\}$

Course Title: Fundamentals of Arithmetic

Credits: three semester credits

Required by: Students not meeting mathematics placement, i.e.,
an ACT mathematics score of less than 16 AND
unsuccessful placement into MATH 094 as assessed with COMPASS

Selective in: none

Elective in: none

General Education: no

Lecture: none

Lecture/Lab: none

Contact hours lecture: none

Contact hours lab: nine hours per week → [three 'formal' classroom-lab hours per week, with an additional six hours per week scheduled in the classroom-lab]

Proposed or New Catalog Description (include all prerequisites):

This course is designed for the minimally prepared student in mathematics. The course will cover basic arithmetic concepts including the four fundamental operations and properties of the various subsets of the real numbers. The students will also work with the concept of variable through evaluation of algebraic expressions and arithmetic-oriented word problems. Placement is by ACT mathematics score or university-placement examination.

Course Outcome Objectives:

The objective of this course is for the student to develop the necessary arithmetic skills he/she needs in the subsequent mathematics courses taken.

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

- a computer lab with appropriate arithmetic software
- nationally standardized tests for assessing success in the course
- a classroom appropriate for a lab-style environment with arithmetic resources* available

*These resources include arithmetic manipulatives, such as base-ten blocks, two-color counters, fraction bars, etcetera. Also a library of arithmetic textbooks and accompanying ancillaries will be necessary.