

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>03-30</u>	Title: <u>EDUC 563 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

Date
3/1/04
3/1/04

Approved [Signature] Disapproved _____
Signature _____ Date 3/17/04

Forwarded to Gen Ed Committee

Approved _____ Disapproved _____
Signature _____ Date _____

Returned to ACAD Senate
Forwarded to Curriculum Committee

3/22/04
3/22/04

Approved Disapproved _____
Signature T. Welch Date 3/25/04

Returned to ACAD Senate for Vote

3/26/04

Approved [Signature] Disapproved _____
Signature _____ Date 3/26/04

Sent to Provost's office for Full Faculty vote
Voted on at Full Faculty meeting

3/26/04
3/30/04

Approved Disapproved _____
Signature _____ Date _____

Forwarded to Provost for Approval/Disapproval

4/2/04

Approved Disapproved _____
Signature _____ Date 4/4/04

Forwarded to Chancellor for Approval/Disapproval

4/5/04

Approved _____ Disapproved [Signature]
Signature _____ Date 4/6/04

Copies sent to originating college and registrar's office

COURSE REVISION FORM

NEW DROPPED MAJOR REVISION FOR INFORMATION ONLY

College Education, Arts & Sciences and Nursing Program Area EDUC Date 2/18/04

Submitter [Signature] Chair/Dean [Signature] Date 3/1/04
(Signature) Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).

Please provide the requested information:

College: Education, Arts & Sciences and Nursing
Program Area: Education
Date: 2/18/04
Course Prefix & No.: EDUC 563
Course Title: Motorcycle Safety
Credits: 2
Required by:
Selective in:
Elective in:
General Education:
Lecture:
Lecture/Lab:
Contact hours lecture:
Contact hours lab:

Current Catalog Description (include all prerequisites):

Analysis of the motorcycle accident problem and the role of the high school traffic safety program in motorcycle safety. Emphasis on classroom and laboratory content, organization, and instruction techniques. Prerequisite: EDUC 361. Course Fee: \$25.00

Proposed or New Catalog Description (include all prerequisites):

This is the Analysis of the motorcycle accident problem and the role of the high school traffic safety program in motorcycle safety. Emphasis on classroom and laboratory content, organization, and instruction techniques.

Course Outcome Objectives:

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

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