

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. Arts & Sciences, Education and Nursing; Technical Sciences) approval and must be signed by the submitter and the college 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): 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 Dean of the submitting college who then notifies the originator.)**

Proposal # <u>10-13</u>	Title: <u>Change on Senate By-laws</u>
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(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)

	Date			
Received by ACAD Senate	<u>2-18-11</u>			
Forwarded to Gen Ed Committee	_____	Approved _____	Disapproved _____	
		Signature _____	Date _____	
Returned to ACAD Senate	_____			
Forwarded to Curriculum Committee	_____	Approved _____	Disapproved _____	
		Signature _____	Date _____	
Returned to ACAD Senate	_____			
Forwarded to Graduate Council	_____	Approved _____	Disapproved _____	
		Signature _____	Date _____	
Returned to ACAD Senate for Vote	<u>2-18-11</u>	Approved _____	Disapproved _____	
	<u>taken off the table by Provost</u>	<u>3-22-11</u>	_____	Date _____
Forwarded to Provost for Approval/Disapproval	<u>3-23-11</u>	Approved _____	Disapproved _____	
		Signature _____	Date _____	
Forwarded to Chancellor for Approval/Disapproval	_____	Approved _____	Disapproved _____	
		Signature _____	Date _____	
Copies sent to originating college and	_____			

ITEM _____
Revisions to the Senate By-laws

THAT

Change the ex-officio/non-voting membership of the Senate-Operating Committees.

EXPLANATION

The Provost requested to be removed as an ex-officio member of the senate operating committees and remains to serve in a non-voting, advisory capacity on the Senate (Article II. Membership). The operating committees impacted are include Sections 4, 5, 7, 8 and 9 (see table attached).

Subcommittee proposals acted on by the Academic Senate are forwarded to the Provost and Vice Chancellor for Academic Affairs and Chancellor for sign-off. The Provost and Vice-Chancellor for Academic Affairs is the official recorder of all final policy and committee documents (Section 4. Recording).

ATTACHMENTS

Table illustrating the senate-operating committees' ex-officio membership

Table 1. Senate-operating committees' ex-officio membership

Senate-Operating Committee	Ex-officio membership
Section 1: Financial Aid Committee	<ol style="list-style-type: none"> 1. Financial Aid Officer, and 2. A representative of Northern's Foundation
Section 2: Cultural Development Committee	No ex-officio membership[
Section 3: Library Committee	<ol style="list-style-type: none"> 1. Librarian
Section 4: Curriculum Committee	<ol style="list-style-type: none"> 1. Provost and Vice-Chancellor for Academic Affairs, Registrar
Section 5: Instruction, Research, and Faculty Development Committee	<ol style="list-style-type: none"> 1. Provost and Vice-Chancellor for Academic Affairs
Section 6: Admissions and Standards Committee	<ol style="list-style-type: none"> 1. Registrar
Section 7: General Education Committee	<ol style="list-style-type: none"> 1. Provost and Vice-Chancellor for Academic Affairs
Section 8: Instructional Technology Committee	<ol style="list-style-type: none"> 1. Director of Information Technology Services, 2. Director of Extended University, and 3. Provost and Vice-Chancellor for Academic Affairs
Section 9: Graduate Council	<ol style="list-style-type: none"> 1. Provost and Vice-Chancellor for Academic Affairs, 2. Director of K-12 Principal Endorsement, 3. The Dean of the College of Technical Sciences, and 4. The Dean of the College of Education, Arts & Sciences, and Nursing.