

ACADEMIC SENATE PROPOSAL TRACKING SHEET
(Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)

APR - 6 2018

Proposal # 17-16	Title: English/Writing - College Writing I with Lab
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(Proposal explanation, submitter and college dean signatures on attached program/degree or course revision form.)

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 or General Education Inclusion form) to the Academic Senate Secretary. **NOTE: Level 1 or Level 2 forms must be submitted concurrent with this proposal where applicable. For Education proposals, PEU approval must be received prior to forwarding the proposal to the Senate.**
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. A transmittal e-mail will be sent to the Recording Secretary of the receiving committee, cc Provost's Administrative Assistant, by the Academic Senate Secretary. A digital copy of the proposal will be linked on the Academic Senate Proposal page by the Academic Senate Secretary.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is returned to the Academic Senate Secretary for forwarding 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, via the Academic Senate, when a proposal is disapproved and the proposal is returned to the originator. Upon completion of committee action, the proposal will be returned to the Academic Senate Secretary, and a transmittal e-mail sent by the Committee Recorder to the Senate Secretary, cc Provost's Administrative Assistant.
4. The Academic Senate considers the proposal and recommends approval or disapproval. If approved, the proposal is forwarded to the Provost for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration, utilizing the procedures set forth in the Senate Bylaws. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. Approved proposals will be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor. From this point forward, the Provost's Administrative Assistant will update the Proposal page on the website by contacting the webmaster.
7. The Chancellor approves or disapproves the proposal.
8. The proposal will then either be implemented or referred to MSU for further action. The tracking page on the Provost site will be updated as required.

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/senate/proposals.htm>

**Documentation and forms for the curriculum process is also available on the web page:
<http://www.msun.edu/admin/provost/forms.htm>**

******* (If a proposal is disapproved at any level, it is returned through the Academic Senate secretary and the Senate President, to the Dean of the submitting college who then notifies the originator.**

See back for tracking form

	Date	Action Taken	Signature	Date	Comments/Reason for Disapproval	Sent to	Date	Transmittal E-mail sent
*Abstract received by Senate Secretary		Copy to Senate President. Forward to Provost.						
*Provost		<input type="checkbox"/> Abstract Approved <input type="checkbox"/> Disapproved						
Received by Senate Secretary	4/6/18	Tracking form initiated	D. Bradley		forward	G. Succiaw	4/26/18	inner office
General Education Committee (if applicable)	4/24/18	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Gary L. Succiaw	4/24/18	forward	h2 Todd	9/15/18	inner office
Curriculum Committee (if applicable)	9/17/18	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Jay Dr	4/17/18	forward	m Seifert	10/2/18	chca for meeting
Academic Senate	10/2/18	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Seifert	10/17/18	forward	C Bond	10/22/18	inner office
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Chancellor		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
NWCCU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		Advise originating college and Academic Senate of status. Update Web page.						
Registrar		Catalog/Policy Manual Update						

NOTE: The secretary of the Academic Senate will update the Academic Senate Proposal web page from initial receipt until the proposal reaches the Provost. The Provost's Administrative Assistant will ensure that the current status of each proposal is maintained on the Academic Senate Proposal web page from that point forward.

***Abstract and pre-approval required for new programs ONLY.**

CEASN PROPOSAL TRACKING SHEET

(Document to Be Originated By CEASN Secretary)

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms) to the CEASN Administrative Assistant.
2. The CEASN Administrative Assistant forwards them to the appropriate CEASN Committee.

Proposal Number: 2017-2018 #12	Title: English/Writing College Writing I with Lab
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Date

Received by CEASN Administrative Assistant

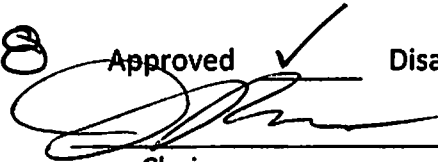
3-21-18

Forwarded to CEASN College Meeting

3-29-18

Approved

Disapproved



Chair
Signature

4/6/18
Date

Returned to CEASN Administrative Assistant

4-4-18

Forwarded to Dean for Signatures

4-5-18

Carol A. Raphael
Dean
Signature

Returned to CEASN Administrative Assistant

4-5-18

Forwarded to Professional Education Unit

No

Approved

Disapproved

Signature

Date

Returned to CEASN Administrative Assistant

4-5-18

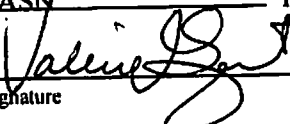
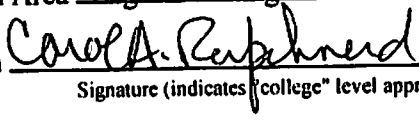
Forwarded to Academic Subcommittees

4-6-18

COURSE REVISION FORM

NEW XXX DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College CEASN Program Area English/Writing Date 3/20/2018

Submitter  Dean  Date 4-5-18
Signature (indicates "college" level approval)

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

System is moving toward a co-requisite rather than developmental course and then college level writing course. After two semesters piloting this program, it has proven to be an effective tool to help students meet their general education writing requirement when they do not meet the placement criteria for WRIT 101

Please provide the following information:

College: CEASN

Program Area: English / Writing

Date: 3/20/2018

Course Prefix & No.: WRIT 101L

Course Title: College Writing I with Lab

Credits: 4

Required by: General education core category 1 as an alternative to WRIT 101

Selective in: N/A

Elective in: N/A

General Education: Category 1

Lecture:

Lecture/Lab: Course will include lab, group work, and lecture

Gradable Lab: N/A

Contact hours lecture: 3 hours per week

Contact hours lab: 2 hours per week

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

Proposed or New Catalog Description (include all prerequisites):

Emphasizes argumentation and research writing. Students will write at least six essays and a significant research paper including a thorough bibliography. Students will be introduced to library research methods, the avoidance of plagiarism, and formal documentation. Includes required lab component to increase student understanding and success. Course is designed for those who do not meet placement criteria for WRIT 101. Course meets general education writing requirement.

Course Outcome Objectives:

- Use writing as a means to engage in critical inquiry by exploring ideas, challenging assumptions, and reflecting on and applying the writing process;
- Read texts thoughtfully, analytically, and critically in preparation for writing tasks;
- Develop multiple, flexible strategies for writing, particularly inventing, organizing, drafting, revising, and copyediting;
- Demonstrate an understanding of research as a process of gathering, evaluating, analyzing, and synthesizing appropriate primary and secondary sources;
- Integrate their own ideas with those of others;
- Formulate an assertion about a given issue and support that assertion with evidence appropriate to the issue, position taken, and given audience;

- Demonstrate proficiency in the use of the conventions of language and forms of discourse, including grammar, syntax, punctuation, spelling, and mechanics;
- Use conventions of format and structure appropriate to the rhetorical situation and audience;
- Develop and organize logical thoughts as a means of building evidence that results in a persuasive argument;
- Understand how to self-edit and appreciate its importance in crafting a professional document.

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

Updated 09/29/05

Request for Inclusion in the General Education Core

Add to Category	Gen Ed Category	Area Description	Credits Required
<input checked="" type="checkbox"/>	Category I	Communication	6
<input type="checkbox"/>	Category II	Mathematics	3
<input type="checkbox"/>	Category III	Natural Sciences with lab	6
<input type="checkbox"/>	Category IV	Social Sciences/History	6
<input type="checkbox"/>	Category V	Cultural Diversity	3
<input type="checkbox"/>	Category VI	Fine Arts/Humanities	6
<input type="checkbox"/>	Category VII	Technology	3

Course submitted for consideration:

College	Subject	Number	Title	Credits
COEASN	WRIT	101L	College Writing with Lab	4

Catalog Description:

Emphasizes argumentation and research writing. Students will write at least six essays and a significant research project including a thorough bibliography. Students will be introduced to library research methods, the avoidance of plagiarism, and formal documentation.

Provide a detailed explanation; show evidence, and rationale meeting 80% of the objectives as directly related to the appropriate category I through IX for the proposed course inclusion.

<ol style="list-style-type: none"> 1. Write clear, accurate sentences and paragraphs in standard American English 2. Write extended papers which effectively develop and support theses, tell stories, describe events, and/or express feelings, insights and personal values 3. Demonstrate the ability to communicate effectively in written form through the forms of writing most common in the student's chosen career area 4. Identify and incorporate research materials into informative and analytical writing 5. Demonstrate the ability to select, develop and deliver an effective oral presentation to a target audience for specific purposes 6. Demonstrate an awareness of the oral communication process, including critical listening skills 	<ol style="list-style-type: none"> 1. Show an increased ability to write clearly and accurately through producing several essays. 2. Show effective development and support of ideas through production of several written projects. 3. Show increased ability to communicate in varied written forms 3. Show the critical and analytical skills necessary to adjust written forms based upon audience and need. 4. Show increased skill in finding research materials for a variety of situations. Show increased skill in incorporating external sources into students' own writing through knowledge and use of citation techniques <p>*Course meets same outcomes as WRIT 101 with increased lab time to assist students in meeting those outcomes</p>
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Print Name <i>Valerie Guyant</i>	Print Name <i>Carol A. Reifschneider</i>	
Submitter <i>Valerie Guyant</i>	Chair/Dean: <i>Carol A. Reifschneider</i>	Date: <i>4-5-18</i>
Signature	Signature (Indicates "college" level approval)	