

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

OCT 08 2018

<b>Proposal # 18-10</b>	<b>Title: CNSL 1591 Special Topic Continuing Education- Remove</b>
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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.**

	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	10/8/18	Tracking form initiated	tracking		Forward to Gen Sec	Gr (Sullivan)		Under Office
General Education Committee (if applicable)	10/9/18	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved NA	Gen Sec L. Sullivan		Forward to Comm	Comm	10/17/18	Under Office
Curriculum Committee (if applicable)	10/23/18	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	J. Seifert		forward	M Seifert	10/23/18	Under Office
Academic Senate	11/20/18	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Seifert		forward	C Bond	11/29/18	Under 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.

# CEAS PROPOSAL TRACKING SHEET

## (Document to Be Originated By CEAS Secretary)

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

Proposal Number: <u>#22</u>	Title: <u>CNSL 1591 - Spec. Topic Con. Ed. (Remove)</u>
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Date

Received by CEAS Administrative Assistant

4-2-18

Forwarded to CEAS College Meeting

9-17-18

Approved  Disapproved

Carol A. Raphael 9-25-18  
 Chair Signature Date

Returned to CEAS Administrative Assistant

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Forwarded to Dean for Signatures

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Carol A. Raphael 9-25-18  
 Dean Signature

Returned to CEAS Administrative Assistant

9-25-18

Forwarded to Professional Education Unit

Yes

Approved  Disapproved

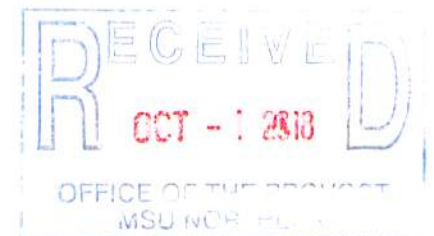
[Signature] Oct 5 2018  
 Signature Date

Returned to CEAS Administrative Assistant

10-8-18

Forwarded to Academic Subcommittees

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**COURSE REVISION FORM**

NEW \_\_\_\_\_ DROPPED  MAJOR REVISION \_\_\_\_\_ FOR INFORMATION ONLY \_\_\_\_\_

College EASN Program Area Graduate Studies Date 3/31/18

Submitter *A. Bessen* Dean *Carol A. Reifhneider* Date 9-25-18  
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):  
The course number is no longer used for continuing education in the program.

Please provide the following information:

**College:** EAS

**Program Area:** Graduate Studies

**Date:** 3/31/2018

**Course Prefix & No.:** CNSL 1591. Spec Topic Con Ed.

**Course Title:** CNSL 1591. Spec Topic Con Ed.

**Credits:** 1-12

**Required by:** Course is not required.

**Selective in:**

**Elective in:**

**General Education:**

**Lecture:**

**Lecture/Lab:**

**Gradable Lab:**

**Contact hours lecture:**

**Contact hours lab:**

**Current Catalog Description (include all prerequisites):**

None

**Proposed or New Catalog Description (include all prerequisites):**

**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.**