

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

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| Proposal # 20-15 | Title: WRIT 122 Intro to Business Writing Inclusion to the Gen Ed | JAN 15 2021 |
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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.

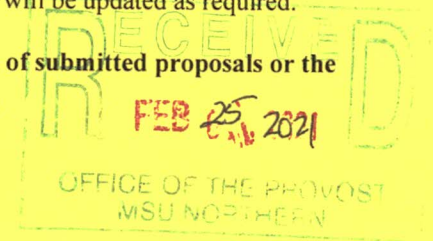
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1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms or General Education Inclusion form) to the Academic Senate Secretary. **NOTE: Level 1 or Level 2 forms must be submitted concurrent with this 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.
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 | 1/5/21 | tracking | D Bradley | | Forwarded to General Open | | | Under office email |
| General Education Committee (if applicable) | 1/28/21 | approved | Chris | | Cur. Forwarded to Comm | J. Todd | | Under office email |
| Curriculum Committee (if applicable) | 2/11/2021 | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Gayle | | Forwarded to Academics | Rebecca | | Under office email |
| Academic Senate | 2/16/2021 | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Carol A Raphael | | forwarded to Provost office | Bond | 2/24/21 | Under office email |
| Full Faculty (if necessary) | | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | | | | | |
| Provost | | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | 2/26/21 | mirred to | | 3/1/21 | Chancellor office |
| Chancellor | | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Drury P. Karl | 3.3.2021 | | AA | 3/11/21 | |
| 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.**

Request for Inclusion in the General Education Core

| Add to Category | Gen Ed Category | Area Description | Credits Required |
|-----------------|-----------------|---------------------------|------------------|
| X | Category I | Communication | 6 |
| | Category II | Mathematics | 3 |
| | Category III | Natural Sciences with lab | 6 |
| | Category IV | Social Sciences/History | 6 |
| | Category V | Cultural Diversity | 3 |
| | Category VI | Fine Arts/Humanities | 6 |
| | Category VII | Technology | 3 |

Course submitted for consideration:

| College | Subject | Number | Title | Credits |
|---------|---------|----------|----------------------------------|---------|
| CASE | WRITING | WRIT 122 | Introduction to Business Writing | 3 |

Catalog Description:

This course focuses on effective communication in business situations that inform, request, persuade, or respond. Students will complete a variety of writing projects for and about business issues which utilize significant research. Students will conduct audience analysis to better understand business writing situations and will employ rhetorical strategies to communicate effectively in these situations. Students will practice library research methods and appropriate documentation styles, while learning the implications of plagiarism and the best means of avoiding it. Students may be required to take WRIT 101L concurrently in accordance with Board of Regents Policy 301.16 as explained in this catalog under General Education Course Placement.

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.

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| <p>Category I – Writing Students are expected to demonstrate the following outcomes upon successfully completing this category:</p> <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 sorts of writing most common in the student's chosen career area. | <p>NOTE: WRIT 122 : Business Writing is currently in the Gen Ed core at Highlands College of Montana Tech, City College at MSU-Billings, Dawson Community College, and Miles Community College.</p> <ol style="list-style-type: none"> 1. Students in WRIT 122 are expected to follow the conventions of Standard American English. They will gain practice in addressing sentence-level concerns in peer review, self review, revision, and editing. 2. Students in WRIT 122 will complete formal and informal writing assignments that use rhetorical strategies (logos, ethos, pathos, Kairos) to inform, request, persuade, or respond to current issues in their chosen fields. They will learn the value of using data to back up claims, illustrating insights using stories, and more. 3. This outcome is especially pertinent to WRIT 122. Students heading into business, nursing, health communication, diesel technology, plumbing, and other fields will work on writing documents that are immediately relevant to their career areas, such as researched reports and proposals. |
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| <p>4. Identify and incorporate research materials into informative and analytical writing.</p> <p>5. Demonstrate understanding and recognition of plagiarism.</p> | <p>4. Students in WRIT 122 will conduct research on current issues in their chosen fields in order to write documents such as researched reports and proposals.</p> <p>5. Students in WRIT 122 will practice library research methods and appropriate documentation styles, while learning the implications of plagiarism and the best means of avoiding it.</p> |
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| Print Name | Gwen Hart | Print Name Darlene Sellers |
| Submitter | <i>Gwen A. Hart</i> | Chair/Dean: <i>Darlene Sellers</i> |
| | Signature | Date: <i>1-14-2001</i> Signature (indicates "college" level approval) |

CASE PROPOSAL TRACKING SHEET

(Document to be Originated by the CASE Admin. Associate)

1. Submit all proposals using the appropriate Academic Senate Program/Degree and/or course revision forms to the CASE Admin. Associate

2. The CASE Admin. Associate forwards them to the appropriate CASE Committee

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| Proposal Number: # 45 | Name: WRIT 122 Intro to Business Writing Inclusion in the Gen Ed |
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Received by the CASE Admin Associate Date: 11.4.2020

Forward to the CASE College Meeting Date: 11.24.2020 Approved Not Approved
Chair's Signature *Valerie J. [Signature]* Date 11/24/2020

Return to CASE Admin Date: _____

Forward to the Professional Education Unit Date: NA Approved _____ Not Approved _____
P E U Signature _____ Date _____

Return to CASE Admin Date: 12.30.2020

Forward to the Dean of CASE Date: 1.14.2021 Approved Not Approved
Dean's Signature *Andrew J. [Signature]* Date 1-14-2021

Return to CASE Admin Date: 1.15.2021

Forward to Academic Senate Subcommittees Date: 1-15-2021