

# 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>01-12</u>	Title: <u>HPE 235 Course Changes</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  Forwarded to Gen Ed Committee  Returned to ACAD Senate Forwarded to Curriculum Committee  Returned to ACAD Senate for Vote  Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting  Forwarded to Provost for Approval/Disapproval  Forwarded to Chancellor for Approval/Disapproval  Copies sent to originating college and registrar's office C:/data/proposaltracking sheet ACAD 10 10 01	Date <u>12-17-01</u> <u>12-21-01</u>  <u>NA</u>  <u>3/19/02</u> <u>3/19/02</u>  <u>4/2/02</u>  <u>4/10/02</u> <u>4-30-02</u>  <u>5/1/02</u>  <u>6-3-02</u>  <u>6-5-02</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">                             Approved <u>12/5/01</u>                              Signature <u>[Signature]</u> </td> <td style="width: 50%; border-bottom: 1px solid black;">                             Disapproved _____                              Date _____                         </td> </tr> <tr> <td style="border-bottom: 1px solid black;">                             Approved _____                              Signature _____                         </td> <td style="border-bottom: 1px solid black;">                             Disapproved _____                              Date _____                         </td> </tr> <tr> <td style="border-bottom: 1px solid black;">                             Approved <u>✓</u>                              Signature <u>J. Welles</u> </td> <td style="border-bottom: 1px solid black;">                             Disapproved _____                              Date <u>9/2/02</u> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">                             Approved <u>4/9/02</u>                              Signature _____                         </td> <td style="border-bottom: 1px solid black;">                             Disapproved _____                              Date _____                         </td> </tr> <tr> <td style="border-bottom: 1px solid black;">                             Approved <u>[Signature]</u>                              Signature _____                         </td> <td style="border-bottom: 1px solid black;">                             Disapproved <u>4-30-02</u>                              Date _____                         </td> </tr> <tr> <td style="border-bottom: 1px solid black;">                             Approved <u>✓</u>                              Signature <u>Roger A. Barbn</u> </td> <td style="border-bottom: 1px solid black;">                             Disapproved _____                              Date <u>5/30/02</u> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">                             Approved <u>[Signature]</u>                              Signature _____                         </td> <td style="border-bottom: 1px solid black;">                             Disapproved _____                              Date <u>6/3/02</u> </td> </tr> </table>	Approved <u>12/5/01</u> Signature <u>[Signature]</u>	Disapproved _____ Date _____	Approved _____ Signature _____	Disapproved _____ Date _____	Approved <u>✓</u> Signature <u>J. Welles</u>	Disapproved _____ Date <u>9/2/02</u>	Approved <u>4/9/02</u> Signature _____	Disapproved _____ Date _____	Approved <u>[Signature]</u> Signature _____	Disapproved <u>4-30-02</u> Date _____	Approved <u>✓</u> Signature <u>Roger A. Barbn</u>	Disapproved _____ Date <u>5/30/02</u>	Approved <u>[Signature]</u> Signature _____	Disapproved _____ Date <u>6/3/02</u>
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## COURSE REVISION FORM

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

College Education Program Area HPE Date 11/26/01

Submitter [Signature] Chair/Dean \_\_\_\_\_ Date 11/26/01  
Signature (indicates "college" level approval)

Please provide the requested information:

**College: Education**

**Program Area: HPE**

**Date: 11/26/01**

**Course Prefix & No.: HPE 235**

**Course Title: Principles of Health Education & Substance Abuse**

**Credits: 3**

**Required by: All Elem & Secondary Education programs  
Health Promotion Majors/Minors**

**Selective in:**

**Elective in:**

**General Education: Area D**

**Lecture: 3**

**Lecture/Lab:**

**Contact hours lecture:**

**Contact hours lab:**

**Proposal: Update course name and description to reflect changes in current research/application.**

**New Name: Principles of Health & Wellness**

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

This is an introduction to the basic and new concepts of health including good nutrition and positive lifestyle patterns as means to promote a healthier, happier, and more productive life. Included will be wellness components, stress management, smoking, drugs, and alcohol as well as emotional, physical, social, intellectual, and spiritual health.

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

This course is an introduction to the basic and new concepts of health. Topics included will be nutrition, physical fitness, stress management, substance abuse, HIV/AIDS, safety and risk management, as well as wellness components of emotional, physical, social, intellectual, and spiritual health. This course is required for all pre-education majors to fulfill OPI certification requirements, and is a program requirement for Health Promotion majors and minors. It is also appropriate for pre-nursing majors and those interested in taking a proactive approach to their lives and health.

**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. NONE**