

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>01-14</u>	Title: <u>SPAN 106 New Course</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	Date <u>2/4/02</u> <u>NA</u>	Approved _____ Disapproved _____ <hr/> Signature _____ Date _____ Approved _____ Disapproved _____ <hr/> Signature _____ Date _____
Forwarded to Gen Ed Committee	<u>NA</u>	Approved _____ Disapproved _____ <hr/> Signature _____ Date _____
Returned to ACAD Senate Forwarded to Curriculum Committee	<u>2/4/02</u> <u>2/6/02</u>	Approved <input checked="" type="checkbox"/> Disapproved _____ T. Waters 3/5/02 <hr/> Signature _____ Date _____
Returned to ACAD Senate for Vote	<u>3/6/02</u>	Approved <input checked="" type="checkbox"/> Disapproved _____ R. Christen 3/19/02 <hr/> Signature <u>R. Christen</u> Date <u>3/19/02</u>
Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting	<u>3/20/02</u> <u>3/26/02</u>	Approved <input checked="" type="checkbox"/> Disapproved _____ R. Christen <hr/> Signature _____ Date <u>3/26-02</u>
Forwarded to Provost for Approval/Disapproval	<u>3/27/02</u>	Approved <input checked="" type="checkbox"/> Disapproved _____ Rogan Barben <hr/> Signature _____ Date <u>4/10/02</u>
Forwarded to Chancellor for Approval/Disapproval	<u>4/10/02</u>	Approved <input checked="" type="checkbox"/> Disapproved _____ [Signature] <hr/> Signature _____ Date <u>4/10/02</u>
Copies sent to originating college and registrar's office C:/data/proposaltracking sheet ACAD 10 10 01	<u>4/12/02</u>	

PROCEDURAL SEQUENCE FOR ACADEMIC SENATE APPROVAL OF PROPOSALS

1. Submit all proposals to the Office of Academic Affairs.
2. The Senate President will log items and forward them to the appropriate Senate subcommittees.
3. The Senate subcommittee will send the proposal to the Senate.
4. Senate proposals will be considered by the Full Faculty.
5. If approved, the proposal will then be forwarded to the Provost/Senior Vice Chancellor.

Proposals that require action to approve/disapprove/table or remand will be sent back to the Senate according to the monthly meeting schedule.

TITLE: Proposal to create SPAN 106: Elementary Spanish II

SUBCOMMITTEE: Curriculum Committee PROPOSAL #: _____

PROPOSAL:

This is a proposal to clearly identify the second term in a two-semester foreign language sequence required of all majors in the Humanities and Social Sciences. Currently, students register in two ~~successing~~ semesters for Spanish 105.

Successive

Action Signatures:

Jan 23, 2002
Submitter _____ Date _____

T. Welch (curr)
Committee Chair _____

Committee Chair

Faculty Senate President

Provost/Senior Vice Chancellor for Academic Affairs

Will Rour Feb 1, 2002
College Chair/Dean _____ Date _____

Approve Disapprove _____ Date 03/3/02

Approve _____ Disapprove _____ Date _____

Approve _____ Disapprove _____ Date _____

Approve _____ Disapprove _____ Date _____

COURSE REVISION FORM

NEW DROPPED MAJOR REVISION FOR INFORMATION ONLY

College Arts and Sciences Program Area Foreign Language Date January 23, 2002

Submitter _____ Chair/Dean _____ Date _____
Signature Signature (indicates "college" level approval)

Please provide the requested information:

College: Arts and Sciences
Program Area: Foreign Language
Date: January 23, 2002
Course Prefix & No.: Spanish 106

Course Title: Elementary Spanish II
Credits: 4

Required by: Humanities and Social Science majors

Selective in:
Elective in:
General Education: Area A

Lecture: 4
Lecture/Lab:
Contact hours lecture: 4
Contact hours lab:

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):

Spanish II is a continuation of Elementary Spanish I emphasizing conversational ability but paying appropriate attention to reading comprehension and correct written expression. Extensive use of spoken Spanish in the classroom, small group practice sessions, and individual conferences with the instructor will be features of this course. Prerequisite SPAN 105.

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.