

# 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>03-29</u>	Title: <u>EDUC 562 Course Revision</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>3/1/04</u> <u>3/1/04</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="width: 50%; text-align: center;">Disapproved <input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Signature <u>[Signature]</u></td> <td style="text-align: center;">Date <u>3/1/04</u></td> </tr> </table>	Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Signature <u>[Signature]</u>	Date <u>3/1/04</u>
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Forwarded to Gen Ed Committee	_____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="width: 50%; text-align: center;">Disapproved <input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Signature <u>[Signature]</u></td> <td style="text-align: center;">Date _____</td> </tr> </table>	Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Signature <u>[Signature]</u>	Date _____
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Returned to ACAD Senate Forwarded to Curriculum Committee	<u>3/22/04</u> <u>3/22/04</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="width: 50%; text-align: center;">Disapproved <input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Signature <u>T. Welles</u></td> <td style="text-align: center;">Date <u>3/25/04</u></td> </tr> </table>	Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Signature <u>T. Welles</u>	Date <u>3/25/04</u>
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Returned to ACAD Senate for Vote	<u>3/26/04</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="width: 50%; text-align: center;">Disapproved <input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Signature <u>[Signature]</u></td> <td style="text-align: center;">Date <u>3/26/04</u></td> </tr> </table>	Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Signature <u>[Signature]</u>	Date <u>3/26/04</u>
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Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting	<u>3/26/04</u> <u>3/30/04</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="width: 50%; text-align: center;">Disapproved <input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Signature <u>[Signature]</u></td> <td style="text-align: center;">Date _____</td> </tr> </table>	Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Signature <u>[Signature]</u>	Date _____
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Forwarded to Provost for Approval/Disapproval	<u>4/2/04</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="width: 50%; text-align: center;">Disapproved <input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Signature <u>[Signature]</u></td> <td style="text-align: center;">Date <u>4/4/04</u></td> </tr> </table>	Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Signature <u>[Signature]</u>	Date <u>4/4/04</u>
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Forwarded to Chancellor for Approval/Disapproval	<u>4/6/04</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="width: 50%; text-align: center;">Disapproved <input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Signature <u>[Signature]</u></td> <td style="text-align: center;">Date <u>4/6/04</u></td> </tr> </table>	Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Signature <u>[Signature]</u>	Date <u>4/6/04</u>
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Copies sent to originating college and registrar's office \_\_\_\_\_

# COURSE REVISION FORM

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

College Education, Arts & Sciences and Nursing Program Area EDUC Date 2/18/04

Submitter [Signature] Chair/Dean [Signature] Date 3/1/04  
Signature (indicates "college" level approval)

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

Please provide the requested information:

College: Education, Arts & Sciences and Nursing  
Program Area: Education  
Date: 2/18/04  
Course Prefix & No.: EDUC 562  
Course Title: Traffic Safety Education II  
Credits: 3  
Required by:  
Selective in:  
Elective in:  
General Education:  
Lecture:  
Lecture/Lab:  
Contact hours lecture:  
Contact hours lab:

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

A continuation of EDUC 561 with emphasis on materials, organization, and content of the classroom phase of traffic safety. University students will give additional behind-the wheel lessons and also give classroom theory lessons to their peers.  
Prerequisite: EDUC 561.

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

*This is* A continuation of EDUC 561 with emphasis on materials, organization, and content of the classroom phase of traffic safety. University students will give additional behind-the wheel lessons and also give classroom theory lessons to their peers. EDUC 561 may be taken concurrently.

### 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.**

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