# 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 # 04-02 | Title: CREATION OF PREFIX FOR EXTERNAL REPEATED COURSES |
|---|---|

(proposal explanation, submitter and college chair/dean signatures on attached program/degree or course revision form)

|  | Date |  |  |  |  |
|---|---|---|---|---|---|
| Received by ACAD Senate | 9-3-04 |  |  |  |  |
| Forwarded to Teacher Ed Council | 9-7-04 | Approved _____ | Disapproved _____ |  |  |
|  |  | Signature | | | Date |
| Forwarded to Gen Ed Committee | _____ | Approved _____ | Disapproved _____ |  |  |
|  |  | Signature | | | Date |
| Returned to ACAD Senate |  |  |  |  |  |
| Forwarded to Curriculum Committee | _____ | Approved _____ | Disapproved _____ |  |  |
|  |  | Signature | | | Date |
| Returned to ACAD Senate for Vote | _____ | Approved _____ | Disapproved _____ |  |  |
|  |  | Signature | | | Date |
| Sent to Provost's office for Full Faculty vote | _____ |  |  |  |  |
| Voted on at Full Faculty meeting | _____ | Approved _____ | Disapproved _____ |  |  |
|  |  | Signature | | | Date |
| Forwarded to Provost for Approval/Disapproval | _____ | Approved _____ | Disapproved _____ |  |  |
|  |  | Signature | | | Date |
| Forwarded to Chancellor for Approval/Disapproval | _____ | Approved _____ | Disapproved _____ |  |  |
|  |  | Signature | | | Date |
| Copies sent to originating college and registrar's office | _____ |  |  |  |  |

C/data/proposaltracking sheet ACAD 10 10 01

# COURSE REVISION FORM

NEW ____ DROPPED ____ MAJOR REVISION __XX__ FOR INFORMATION ONLY____

College __Education____ Program Area __Education/Various_____ Date ___9/2/04___

Submitter_____ Chair/Dean _____ Date _____
    Signature                              Signature (indicates "college" level approval)
          9-4-04

                                Chair/Dean _____ Date_____

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

**Proposal:**
Create a new Prefix for proprietary courses or courses developed by individuals independent of the university and repeated as semester credits outside of the summer sessions.

**Rationale:**
Courses designated with 390/590 numbers are experimental courses and special topics that, according to the MSUN 2004-05 catalog, "may be offered from time to time. Such courses ...will not be offered more than twice, excluding summer or continuing education offerings which may be offered more often" (p. 187).

Currently, there are several courses offered as EDUC 390/590 that have been developed by an independent "vendor." These "proprietary" or independently developed courses do not have program or faculty input in the development of course requirements/objectives and subsequent syllabi creation. However, the courses do undergo a review by the program chair or college dean and require approval before the courses are offered.

A few of the courses (specifically on topics such as Attention Deficit Disorder, Behavior is Language I & II which are CD based) have been offered multiple summers and several academic year semesters. In all Education programs, EDUC 390/590 courses do not fulfill degree or program requirements and, in some instances, may be used as graduate program electives (590) or for continuing education credits for recertification.

Creating a prefix such as EXTU for *Extended University* or CTED for *Continuing Education* would differentiate these courses from "true" special topics or experimental courses within academic programs, and assigning them unique numbers would eliminate the 390/590 offering restrictions as well.

This designation would benefit the institution and our constituents in two ways: (1) promote easy identification of continuing education courses;  and (2) provide a valuable service to non-degree seeking students who, required by their employer to complete continuing education coursework, will have expanded opportunities (fall, spring, summer) for course offerings.

ACAD course revision form   12-12-2001