# 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 #04-17 | Title: Educ 475 (CORRECTION IN CAT.) COTS |
|---|---|

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

| | Date | | |
|---|---|---|---|
| Received by ACAD Senate | 2-10-05 | | |
| Forwarded to Teacher Ed Council | 2-10-05 | Approved _Dow_ | Disapproved _Feb 14, 2005_ |
| | | Signature | Date |
| Forwarded to Gen Ed Committee | X/A | Approved | Disapproved |
| | | Signature | Date |
| Returned to ACAD Senate | 2-14-05 | | |
| Forwarded to Curriculum Committee | 2-15-05 | Approved _Wime G Boylan_ | Disapproved _2-24-05_ |
| | | Signature | Date |
| Returned to ACAD Senate for Vote | 2-25-05 | Approved | Disapproved |
| | | Signature | Date |
| Sent to Provost's office for Full Faculty vote | 3-2-05 | | |
| Voted on at Full Faculty meeting | 3/8/05 | Approved ✓ | Disapproved |
| | | Signature | Date |
| Forwarded to Provost for Approval/Disapproval | 3/10/05 | Approved ✓ | Disapproved _3-12-05_ |
| | | Signature | Date |
| Forwarded to Chancellor for Approval/Disapproval | 3-13-05 | Approved _Rowley Buell_ | Disapproved _3/14/05_ |
| | | Signature | Date |
| Copies sent to originating college and registrar's office | 3/14/05 | | |

C/data/proposaltracking sheet ACAD 10 10 01

## COURSE REVISION FORM

NEW ____ DROPPED ____ MAJOR REVISION ____ FOR INFORMATION ONLY _X__

College **COTS** Program Area **SECONDARY EDUCATION** Date **2/08/05**

Submitter _MSiller_     Chair/Dean _Will Rain_     Date _2/10/05_
Signature                Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):
**This is submitted to correct error in catalog. Secondary education majors do not complete student teaching in elementary schools—only secondary schools. EDUC 450 is the appropriate course for these majors.**

Please provide the following information:
**College: COTS**
**Program Area: SECONDARY EDUCATION**
**Date:  2/08/05**
**Course Prefix & No.:EDUC 475**

**Course Title: Elementary and Secondary Teaching Practicum and Seminar**
**Credits:      12**

**Required by: Secondary Education Majors: Business Education**

**Selective in:   N/A**
**Elective in:    N/A**
**General Education:  N/A**

**Lecture:**
**Lecture/Lab:**
**Gradable Lab:**
**Contact hours lecture:**
**Contact hours lab:**

**Current Catalog Description (include all prerequisites):**
**No change**

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

**Course Outcome Objectives:**
**No change**

**Additional instructional resources needed (including library materials, special equipment, and facilities).  Please note: approval does not indicate support for new faculty or additional resources.**

ACAD course revision form   10-10-2001 rev. 12-12-01