

# 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.)**

<b>Proposal #</b> 05-05	<b>Title:</b> Change Catalog Desc - SPAN 105
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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 10/7/05	Approved _____ Disapproved _____	_____ Signature Date	
Forwarded to Gen Ed Committee		Approved _____ Disapproved _____	_____ Signature Date	
Returned to ACAD Senate Forwarded to Curriculum Committee	10/27/05	Approved _____ Disapproved _____	_____ Signature Date	_____ Date 10-25-05
Returned to ACAD Senate for Vote	10/27/05	Approved _____ Disapproved _____	_____ Signature Date	
Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting	11/10/05 11/29/05	Approved _____ Disapproved _____	_____ Signature Date	_____ Date 11/29/05
Forwarded to Provost for Approval/Disapproval	11/30/05	Approved _____ Disapproved _____	_____ Signature Date	_____ Date 11/30/05
Forwarded to Chancellor for Approval/Disapproval	12/05/05	Approved _____ Disapproved _____	_____ Signature Date	_____ Date 12/05/05
Copies sent to originating college and registrar's office	12/5/05			

## COURSE REVISION FORM

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

College  Arts & Science  Program Area  Language  Date  8/15/05

Submitter    Chair/Dean    Date  9/27/05   
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):  
Change the catalog description.

Please provide the following information:

**College:** Arts and Science  
**Program Area:** Language  
**Date:** August 15, 2005  
**Course Prefix & No.:** SPAN 105

**Course Title:** Elementary Spanish I  
**Credits:** 4

**Required by:**

**Selective in:**

**Elective in:**

**General Education:**

**Lecture:** 4

**Lecture/Lab:**

**Contact hours lecture:**

**Contact hours lab:**

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

Introduction to Spanish, 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. Students desiring further Spanish study may register for additional credits of Spanish. Two semesters of Spanish 105 (8 semester credits) constitute the first year University Spanish sequence.

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

Introduction to Spanish, 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.

**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.**