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. Arts & Sciences, Education and Nursing; Technical Sciences) approval and must be signed by the submitter and the college 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 Dean of the submitting college who then notifies the originator.)

Proposal # 06-16 **Title:** Editorial Cosmetic Changes to Program + Course Desc.
(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)

	Date			
Received by ACAD Senate	2/20/07			
Forwarded to Teacher Ed Council	_____	Approved _____	Disapproved _____	
		Signature		Date
Forwarded to Gen Ed Committee	2/20/07	Approved **X**	Disapproved _____	
		Jay Howard		3/6/07
		Signature		Date
Returned to ACAD Senate 3/7/07	2/20/07			
Forwarded to Curriculum Committee	3/7/07	Approved ✓	Disapproved _____	
		Anna Peterson		
		Signature		Date
Returned to ACAD Senate for Vote 4/17/07	2/20/07	Approved 4/17/07 ✓	Disapproved _____	4/17/07
		Signature		Date
Sent to Provost's office for Full Faculty vote	4/18/07			
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	_____			

Updated 09/29/05

Proposal regarding editorial or cosmetic changes to program and course information.

Proposals intended to correct typographic or editorial flaws that exist in course and program catalog descriptions will be allowed an expedited flow through the Senate approval process. Such proposals shall be evaluated by the Senate President when they are received, and if deemed to fall within the category of this proposal, approved without subcommittee or senate review, then forward to the Provost for implementation in the next catalog revision. This proposal is intended to affect only those changes that do not change the meaning or intent of catalog information and shall specifically exclude proposals that change

- Prerequisite or co-requisite language
- Course credit numbers
- Course fee statements
- Course descriptions which involve deletion or addition of entire sentences

This proposal is specifically intended to address;

- Spelling errors
- Punctuation errors, so long as sentence meaning is not modified.
- Changing words which have specific operational meaning, such as 'shall', 'may', or 'should' or wording that changes the level of inclusion in a course topic, such as 'understand', 'familiarity', or 'demonstrate' or the like.

This proposal is dependent on the judgment and sanity of the senate president. Any proposal may be forwarded to the appropriate sub-committee or the full senate based on the opinion of the Senate President.

A new category of proposal should be identified on the proposal submittal form, which will clearly identify changes which should be addressed by this policy.