

ACADEMIC SENATE PROPOSAL TRACKING SHEET
(Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)

Proposal # 14-17

Title: Freshwater Biology

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

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 or General Education Inclusion form) to the Academic Senate Secretary. **NOTE: Level 1 or Level 2 forms must be submitted concurrent with this proposal where applicable. For Education proposals, PEU approval must be received prior to forwarding the proposal to the Senate.**
2. The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate subcommittee(s): General Education (if applicable), or Curriculum. A transmittal e-mail will be sent to the Recording Secretary of the receiving committee, cc Provost's Administrative Assistant, by the Academic Senate Secretary. A digital copy of the proposal will be linked on the Academic Senate Proposal page by the Academic Senate Secretary.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is returned to the Academic Senate Secretary for forwarding 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, via the Academic Senate, when a proposal is disapproved and the proposal is returned to the originator. Upon completion of committee action, the proposal will be returned to the Academic Senate Secretary, and a transmittal e-mail sent by the Committee Recorder to the Senate Secretary, cc Provost's Administrative Assistant.
4. The Academic Senate considers the proposal and recommends approval or disapproval. If approved, the proposal is forwarded to the Provost for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration, utilizing the procedures set forth in the Senate Bylaws. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. Approved proposals will be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor. From this point forward, the Provost's Administrative Assistant will update the Proposal page on the website by contacting the webmaster.
7. The Chancellor approves or disapproves the proposal.
8. The proposal will then either be implemented or referred to MSU for further action. The tracking page on the Provost site will be updated as required.

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/senate/proposals.htm>

Documentation and forms for the curriculum process is also available on the web page: <http://www.msun.edu/admin/provost/forms.htm>

*******(If a proposal is disapproved at any level, it is returned through the Academic Senate secretary and the Senate President, to the Dean of the submitting college who then notifies the originator.**

See back for tracking form



	Date	Action Taken	Signature	Date	Comments/Reason for Disapproval	Sent to	Date	Transmittal E-mail sent
*Abstract received by Senate Secretary		Copy to Senate President. Forward to Provost.						
*Provost		<input type="checkbox"/> Abstract Approved <input type="checkbox"/> Disapproved						
Received by Senate Secretary	4-15-15	Tracking form initiated	Saunders Green	4-15-15	Grad Council approved 4-15-15	Senate	4-15-15	
General Education Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Curriculum Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Academic Senate	4-15-15	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Sam Little	4-30-15				
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		6-25-15				
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	William J. Pegg Gregory D. Keyel	6-25-15		Chancellor Back to Provost	6-25-15	
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			NOT REQUIRED			
NWCCU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			NOT REQUIRED			
Provost		<input type="checkbox"/> Disapproved Advise originating college and Academic Senate of status. Update Web page.						
Registrar		Catalog/Policy Manual Update						

NOTE: The secretary of the Academic Senate will update the Academic Senate Proposal web page from initial receipt until the proposal reaches the Provost. The Provost's Administrative Assistant will ensure that the current status of each proposal is maintained on the Academic Senate Proposal web page from that point forward.

*Abstract and pre-approval required for new programs ONLY.

COURSE REVISION FORM

NEW _____ DROPPED XX MAJOR REVISION _____ FOR INFORMATION ONLY _____

College CEASN Program Area Freshwater Biology Date 10-13-14

Submitter Carola Kephner Dean Carola Kephner Date 2-27-15
Signature Signature (indicates "college" level approval)

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

This course was developed for graduate students in the M.S. Education – General Science degree program. Since that program has been terminated, these courses need to be removed from the catalog.

Please provide the following information:

College: CEASN
Program Area: Biology
Date:
Course Prefix & No.: BIOL507

Course Title: Freshwater Biology
Credits: 4 credits
Required by:
Selective in:
Elective in:
General Education:
Lecture: 3 credits
Lecture/Lab:
Gradable Lab: 1 credit
Contact hours lecture: 3 hours / week
Contact hours lab: 2 hours/week

Current Catalog Description (include all prerequisites):

This course will demonstrate and provide an opportunity for students to develop skills in selected techniques used in the examination, identification and classification of a wide variety of the freshwater organisms that live in Montana's aquatic systems. Extensive laboratory work and field trips are required. Graduate credit requirements are described in the course syllabus. Prerequisite: BIOB 160 or BIOB 101 or approval of instructor. This course does meet the laboratory requirement.

Proposed or New Catalog Description (include all prerequisites):

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.

CEASN PROPOSAL TRACKING SHEET

(Document to Be Originated By CEASN Secretary)

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms) to the CEASN Administrative Assistant.
2. The CEASN Administrative Assistant forwards them to the appropriate CEASN Committee.

Proposal Number: <u>2014-2015 # 21</u>	Title: <u>Freshwater Biology</u>
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Date

Received by CEASN Administrative Assistant

2-24-15

Forwarded to CEASN College Meeting

2-24-15

Approved X

Disapproved _____

[Signature] 2/24/15

Chair
Signature

Date

Returned to CEASN Administrative Assistant

Forwarded to Dean for Signatures

2-27-15

Carol A. Reppel 2-27-15

Dean
Signature

Returned to CEASN Administrative Assistant

3-2-15

~~Forwarded to Professional Education Unit~~ _____

~~Approved~~ _____

~~Disapproved~~ _____

Signature

Date

Returned to CEASN Administrative Assistant

3-2-15

Forwarded to ACAD Senate

3-2-15