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

Proposal # 17-30	Title: ENGL 510 Information Only

(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		☐ Abstract Approved ☐ Disapproved						
Received by Senate Secretary	4/26/18	Tracking form initiated	DBradley		forward	Succaw	8/31/18	inner office
General Education Committee (if applicable)	8/23/2018	☐ Approved ☐ Disapproved	Gary L. Succaw	8/23/2018	## NA	N. Todd	9/15/18	inner office
Curriculum Committee (if applicable)	9/17/18	☑ Approved ☐ Disapproved	Jay D.	9/17/18	forward.	M Seiffert	10/5/18	inner office
Academic Senate	10/9/18	☑ Approved ☐ Disapproved	Seiffet	10/17/18	forward	C Bond	10/22/18	inner office
Full Faculty (if necessary)		☐ Approved ☐ Disapproved						
Provost		☐ Approved ☐ Disapproved						
Chancellor		☐ Approved ☐ Disapproved						
MSU		☐ Approved ☐ Disapproved						
BOR		☐ Approved ☐ Disapproved						
NWCCU		☐ Approved ☐ Disapproved						
Provost		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.**

Academic Senate Form 1 (Revised 3/21/2012)

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: #32	Title: ENGL 510 Information Only

Date

Received by CEASN Administrative Assistant — 4.13.18

Forwarded to CEASN College Meeting — 4.23.18

Approved ✓   Disapproved ____

_____   4/25/18
Chair Signature   Date

Returned to CEASN Administrative Assistant — 4.26.18

Forwarded to Dean for Signatures — 4.26.18

Carol A. Reichard 4-26-18
Dean Signature

Returned to CEASN Administrative Assistant — 4.26.18

Forwarded to Professional Education Unit — No

Approved ____   Disapproved ____

_____   _____
Signature   Date

Returned to CEASN Administrative Assistant — 4.26.18

Forwarded to Academic Subcommittees — 8.31.18

COURSE REVISION FORM

NEW_____ DROPPED_____ MAJOR REVISION _____ FOR INFORMATION ONLY _XX_

College CEASN_____ Program Area _English_____ Date 4/12/2018

Submitter _____ Dean _____ Date _4-26-18_
Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):
Flocking made ENG and ENGL prefixes obsolete and the 300 level of this course was moved over to LIT 382. The 500 level version needs to be moved over as well. This should now be LIT 582.

Please provide the following information:

College:	CEASN
Program Area:	**English**
Date:	
Course Prefix & No.:	ENGL 510
Credits:	3
Required by:	none
Selective in:	none
Elective in:	none

General Education:

Current Catalog Description (include all prerequisites):
A study of the literature designed for and available to the pre-adult audience, from pre-school materials for reading preparation and reading aloud, through elementary school literature, to literature for the adolescent audience of the middle school and secondary school levels. Includes poetry, fairy tales, myths, epics, fables, informational and nonfiction works, biographies, popular fiction, and fantasy literature.

Proposed or New Catalog Description (include all prerequisites): N/A
A study of the literature designed for and available to the pre-adult audience, from pre-school materials for reading preparation and reading aloud, through elementary school literature, to literature for the adolescent audience of the middle school and secondary school levels. Includes poetry, fairy tales, myths, epics, fables, informational and nonfiction works, biographies, popular fiction, and fantasy literature. Because this class is taken at the 500 level, it is a graduate course and expectations for student performance are at an advanced level. Evaluation of course requirements is more rigorous than at the lower division section of this course.

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.

None required

Updated 09/29/05