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

MAY 04 2018

| | |
|---|---|
| **Proposal # 17-50** | **Title: LIT 305 Maybe Spring Semesters Even Years** |

(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<br>☐ Disapproved | | | | | | |
| Received by Senate Secretary | 5/4/18 | Tracking form initiated | D. Bradley | | forward | G. Succaw | 8/3/18 | inner office |
| General Education Committee (if applicable) | 8/23/2018 | ☐ Approved<br>☐ Disapproved | Gary T. Succaw | 8/23/2018 | NA | Todd | 9/15/18 | inner office |
| Curriculum Committee (if applicable) | 9/17/18 | ☑ Approved<br>☐ Disapproved | Tony B | 9/17/18 | forward | M Seifert | 10/2/18 | Agenda meeting |
| Academic Senate | 10/16/18 | ☑ Approved<br>☐ Disapproved | Seifert | 10/17/18 | forward | Bond | 10/22/18 | inner office |
| Full Faculty (if necessary) | | ☐ Approved<br>☐ Disapproved | | | | | | |
| Provost | | ☐ Approved<br>☐ Disapproved | | | | | | |
| Chancellor | | ☐ Approved<br>☐ Disapproved | | | | | | |
| MSU | | ☐ Approved<br>☐ Disapproved | | | | | | |
| BOR | | ☐ Approved<br>☐ Disapproved | | | | | | |
| NWCCU | | ☐ Approved<br>☐ 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
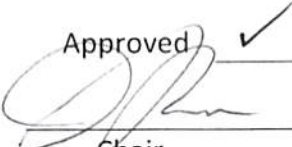## (Document to Be Originated By CEASN Secretary)

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: #52 | Title: LIT 305 Maybe Even Years Spring Semesters |
|---|---|

Date

Received by CEASN Administrative
Assistant     4-17-18

Forwarded to CEASN College Meeting    4-24-18    Approved ✓    Disapproved _____

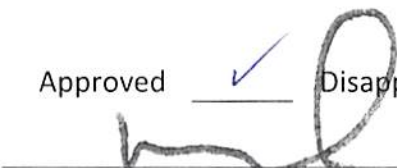                       4/25/18

                      Chair           Date
                      Signature

Returned to CEASN Administrative
Assistant     4-26-18

Forwarded to Dean for Signatures    4-26-18    Carol A. Rapshred    4-26-18
                                   Dean
                                   Signature

Returned to CEASN Administrative
Assistant     4-26-18

Forwarded to Professional Education Unit   Yes    Approved ✓    Disapproved _____

                                     5-3-18

                     Signature           Date

Returned to CEASN Administrative
Assistant     Yes May 4 2018

Forwarded to Academic
Subcommittees     8-31-18

# COURSE REVISION FORM

NEW _____ DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _XXX_

College CEASN _____ Program Area _ENGLISH_ _____ Date 4/15/2018

Submitter _____ Dean _____ Date 4-26-18

Signature _____ Signature (indicates "college" level approval)

**Please provide a brief explanation & rationale for the proposed revision(s):**
Altering catalog description to include offering rotation. The hope is this will make scheduling more efficient, and therefore aid in retention.

**Please provide the following information:**

**College:** CEASN

**Program Area:** English

**Date:**

**Course Prefix & No.:** LIT 305

**Credits:** 3

**Required by:**

**Selective in:** English Sec Ed

**Elective in:** majors where 300 level humanities course is required

**General Education:**

**Current Catalog Description (include all prerequisites):**
A critical examination of a representative number of major works written by non-Native Americans about Native Americans and major works by Native Americans. Topics include stereotyping, segregation, prejudice, and the roles of Native Americans in American society. Readings include mythology, poetry, essays, novels, and non-fiction. Formerly ENGL 331.

**Proposed or New Catalog Description (include all prerequisites):**
A critical examination of a representative number of major works written by non-Native Americans about Native Americans and major works by Native Americans. Topics include stereotyping, segregation, prejudice, and the roles of Native Americans in American society. Readings include mythology, poetry, essays, novels, and non-fiction. Formerly ENGL 331. May be offered Spring semester even years.

**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