

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

MAY 04 2018

| | |
|-------------------------|--|
| Proposal # 17-51 | Title: LIT 309 Maybe Offered Spring Semesters |
|-------------------------|--|

(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.**

| | 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 | 5/4/18 | Tracking form initiated | D. Bradley | | forward | St. Succow | 8/24/18 | Inner Office |
| General Education Committee (if applicable) | 8/23/2018 | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Jerry St. Succow | 8/23/2018 | NA | M. Todd | 9/5/18 | Inner Office |
| Curriculum Committee (if applicable) | 9/17/18 | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Jerry St. | 9/17/18 | forward | M. Seiffert | 10/5/18 | Inner Office |
| Academic Senate | 10/9/18 | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Seiffert | 10/17/18 | forward | Board | 10/22/18 | Inner Office |
| Full Faculty (if necessary) | | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | | | | | |
| Provost | | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | | | | | |
| Chancellor | | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | | | | | |
| MSU | | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | | | | | |
| BOR | | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | | | | | |
| NWCCU | | <input type="checkbox"/> Approved <input type="checkbox"/> 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.**

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: #53 | Title: LIT 309 Maybe 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
Signature

Date

Returned to CEASN Administrative Assistant

4-26-18

Forwarded to Dean for Signatures

4-26-18



Dean
Signature

Returned to CEASN Administrative Assistant

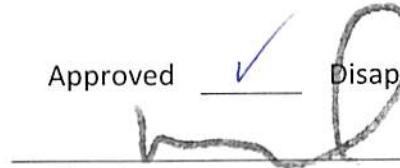
4-26-18

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: [Signature] Signature
Dean: [Signature] Signature (indicates "college" level approval)
Date 10-22-18

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 309

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):

An historical and critical approach to popular genres within the discipline that have been defined as including topics of significant aesthetic and sociological value outside the traditional canons of mainstream tradition. Material to be considered will be determined by the instructor and may include such genres as fantasy literature, science fiction, detective fiction, Gothic literature, movies, popular culture, and so on. May be repeated for credit. Formerly ENGL 309.

Proposed or New Catalog Description (include all prerequisites):

An historical and critical approach to popular genres within the discipline that have been defined as including topics of significant aesthetic and sociological value outside the traditional canons of mainstream tradition. Material to be considered will be determined by the instructor and may include such genres as fantasy literature, science fiction, detective fiction, Gothic literature, movies, popular culture, and so on. May be repeated for credit with a different focus. Formerly ENGL 309. May be offered Spring semester only.

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