

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

Proposal # 18-34	Title: EDU 3XX/ EDU 5XX
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APR 01 2019

(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	4/1/19	Tracking form initiated	Debra Bradley		tracking	Sen. Sierra	4/1/19	Under Office
General Education Committee (if applicable)	4/1/19	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved NA	Gary L. Luccan		forward comm	Sen. J. Todd	4/1/19	Under Office
Curriculum Committee (if applicable)	4/1/19	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Jay P.		forward to senate	Sen. Seiffert	4/1/19	Under Office
Academic Senate	4/1/19	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Seiffert		forward	Sen. Bond	4/12/19	Under 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.

CEAS PROPOSAL TRACKING SHEET

(Document to Be Originated By CEAS Secretary)

1. Submit all proposals (using the appropriate academice Senate Program/Degree and /or course revision forms) to the CEAS Adminitrative Associate
2. The CEAS Administrative Associate forwards them to the appropriate CEAS Committee

Proposal Number: # 24	EDU 3XX/EDUxx
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	Date		
Received by CEAS Administrative Associate	3/11/2019		
Forward to the CEAS College Meeting	3/27/2019	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	<u>Valeri G</u> Chair Signature
			<u>4/1/19</u> Date
Returned to CEAS Admin. Associate	<u>4-1-19</u>		
Forward to the Director of Education (Education Proposals Only)	<u>4-1-19</u>	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	<u>Andrew Selby</u> Director Signature
			<u>4-1-19</u> Date
Returned to CEAS Administrative Associate	<u>4-1-19</u>		
Forwarded to Dean of COEAS	<u>4-1-19</u>	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	<u>Andrew Selby</u> Dean Signature
			<u>4-1-19</u> Date
Returned to CEAS Administrative Associate	<u>4-1-19</u>		
Forwarded to Professional Education Unit	<u>4-1-19</u>	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	<u>A Selby</u> PEU Signature
			<u>4-1-19</u> Date
Returned to CEAS Administrative Associate	<u>4-1-19</u>		
Forward to Academic Subcommittees	<u>4-1-19</u>		

COURSE REVISION FORM

NEW XX DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College CASE Program Area EDUCATION Date 3/8/2019

Submitter [Signature] Dean [Signature] Date 4-1-19
Signature Signature (indicates "college" level approval)

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

EDUC 336 was the Field Experience course but needs to be dropped due to CCN compliance. There is no direct equivalent already in the CCN system, so we are requesting a new course.

Please provide the following information:

College: CASE
Program Area: Education
Date: 3/8/19
Course Prefix & No.: EDU 3XX / EDU 5XX

Course Title: Field Experience K-12
Credits: 1

Required by: Elementary Education

Selective in:

Elective in: none

General Education: no

Lecture:

Lecture/Lab:

Gradable Lab:

Contact hours lecture:

Contact hours lab:

Current Catalog Description (include all prerequisites):

New course – no program description

Proposed or New Catalog Description (include all prerequisites):

This course is taken by candidates in conjunction with their methods and reading methods courses. Candidates will be placed in field experiences with the express purpose of practicing the methodology of teaching in various areas in a classroom setting. This course may be repeated for up to 3 credits. Prerequisite: Level I Admission to Teacher Education. Co-requisite: EDU 382, EDU 334, EDU 335, EDU 452.

Course Outcome Objectives:

The learners will:

- Complete 45 hours of field experience in an elementary, middle school, or high school classroom.
- Link previously learned theory and practice to the process of teaching and learning.
- Develop observational skills regarding lesson planning, classroom management and teaching strategies.
- Apply skills in lesson planning, classroom management and teaching strategies through working with students one-on-one and in small or large group instruction.

- Develop collegial relationships while working with fellow teachers.
- Develop the ability to self-reflect upon their role in the classroom and teaching.
- Integrate technology into a classroom setting that is appropriate for level of students.
- Determine the level of learning that students achieve.
- Integrate Indian Education For All into elementary classrooms in Montana.
- Demonstrate competence in the elementary classroom.

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- requested new course to correct a FLOCing issue

Updated 09/29/05