

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

Proposal # 20-06	Title: WRIT 101: Information Only	NOV - 9 2020
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(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.
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	11/9/2020	Tracking Bradley	<i>Bradley</i>		forward	C	11/25/2020	Under office email
General Education Committee (if applicable)	N/A							
Curriculum Committee (if applicable)	N/A	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Academic Senate	11/10/2020	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Conrad R. Kephner</i>		forward to Provost	C	11/30/2020	Under office email
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Disapproved						
Provost		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>ml</i>	2/19/21				
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Dwight A. Kephner</i>	3-1-2021		A.A.	3/3/21	
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.**

COURSE REVISION FORM ¹³

NEW _____ DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY XX

College CASE Program Area WRITING Date 10/25/20

Submitter *Valerie St* Dean *Andrew Selby* Date 10-4-2020
Signature Signature (indicates "college" level approval)

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

In order to enable students to better register for, add, and drop the lab component of writing as well as make scheduling smoother, we wish to change the policy so that everyone registers for WRIT 101 and then those that require the remedial lab, based on test scores, will take it as a co-requisite. This will also aid us in balancing credit load for instructors. In order to accomplish this, we need to alter the prerequisite listed in the catalog

Please provide the following information:

College: CASE

Program Area: Writing

Date: 10/25/2020

Course Prefix & No.: WRIT 101

Course Title: College Writing

Credits: 3

Required by: All 2 and 4 year programs, as well as some certificate programs

Selective in:

Elective in:

General Education: CAT I

Lecture: 3

Lecture/Lab:

Gradable Lab:

Contact hours lecture:

Contact hours lab:

Current Catalog Description (include all prerequisites):

Emphasizes argumentation and research writing. Students will write at least six essays and a significant research paper including a thorough bibliography. Students will be introduced to library research methods, the avoidance of plagiarism, and formal documentation. Prerequisite: Completion of WRIT 095 or in accordance with Board of Regents Policy 301.16. See page 6 of this catalog. Formerly ENGL 112.

Proposed or New Catalog Description (include all prerequisites):

This course emphasizes argumentation, research, and rhetorical analysis. Students will produce a variety of essays and other writing projects which utilize significant research. Students will practice library research methods and formal documentation styles, while learning the implications of plagiarism and the best means of avoiding it. Students may be required to take WRIT 101L concurrently in accordance with Board of Regents Policy 301.16 as explained in this catalog under General Education Course Placement.

Course Outcome Objectives:

Upon successful completion of this course, students will be able to

- Consider and successfully address audience, purpose, context, and genre.
- Develop strategies for writing, including planning, organizing, drafting, editing, and reflecting.
- Revise documents until they are effective, clear, complete, concise, and correct.
- Conduct research and demonstrate critical thinking through evaluation and use of sources

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources. Course requires computer lab access and use of the library and library databases.

Updated 09/29/05

CASE PROPOSAL TRACKING SHEET

(Document to Be Originated by CASE Admin. Associate)

1. Submit all proposals (using the appropriate Academic Senate Program/Degree and /or course revision forms) to the CASE Admin. Associate
2. The CASE Admin. Associate then forwards the proposal to the appropriate CASE Committee

Proposal No. #30
Received by CASE
Admin. Associate

Date
10-26-2020

WRIT 101

Forward to CASE College
Meeting

10-27-2020

Approved Dissapproved _____
Valerie Jett 11/2/2020
Signature Date

Returned to CASE
Admin. Associate

NA

Forward to Director of Education
(EDUC proposals only)

Approved _____ Dissapproved _____
Signature Date

Returned to CASE
Admin. Associate

11-04-2020

Forward to Dean of CASE

11-04-2020

Approved Dissapproved _____
Andrew Selw 10-6-2020
Signature Date

Returned to CASE
Admin. Associate

11-09-2020

~~Forward to Professional
Education Unit~~

~~Approved _____ Dissapproved _____
Signature Date~~

Returned to CASE
Admin. Associate

11-09-2020

Forward to Academic Senate
Subcommittees

11-09-2020