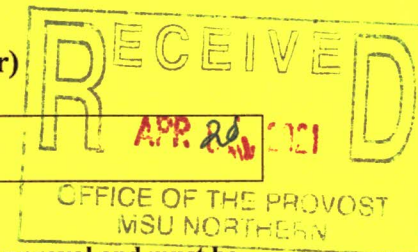


ACADEMIC SENATE PROPOSAL TRACKING SHEET
(Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)



Proposal # 20-21	Title: WRIT 350; Technical Writing
<small>(Proposal explanation, submitter and college dean signatures on attached program/degree or course revision form.)</small>	

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.

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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.	0					
*Provost		<input type="checkbox"/> Abstract Approved <input type="checkbox"/> Disapproved						
Received by Senate Secretary	3/15/2021	Tracking	DocuSigned by: <i>Debra Brumley</i> 26500A1E8DE84DB...		Forward to Gen Ed Comm.	C Ozburn		DocuSign
General Education Committee (if applicable)	3/25/2021	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DocuSigned by: <i>Cristy Ozburn</i> DE41D1699F094TA...		Not applicable	J Todd		DocuSign
Curriculum Committee (if applicable)	4/6/2021	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DocuSigned by: <i>[Signature]</i> DE599F8068F4E7...		not applicable	C Reifschneider		DocuSign
Academic Senate	4/7/2021	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DocuSigned by: <i>Carol Reifschneider</i> 8C0C778AE8D7467...		not applicable	C Bond		DocuSign, Inner Office
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	5/14/21		Chancellor	5/18/21	
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Gregory D. Kopf</i>	5-19-2021		Chancellor	5/21/21	
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	N/A					
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	N/A					
NWCCU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	N/A					
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

NEW _____ DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College CASE Program Area WRITING Date _____

Submitter [Signature] Dean [Signature] Date 2-22-2021
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):
Add WRIT 122 [new course] as possible prerequisite to avoid Registrar issues.

College: CASE

Program Area: Writing

Date: 2/16/2021

Course Prefix & No.: WRIT 350

Course Title: Technical Editing

Credits: 3

Required by: Nursing, Engineering

Selective in: Health Promotions, Liberal Studies

Elective in:

General Education:

Lecture: 3

Contact hours lecture: 3

Current Catalog Description (include all prerequisites):

Guided practice in the writing and editing on documented technical communications, focusing on the composition, revision, and interpersonal communication skills needed by effective writers and editors. Prerequisite: WRIT 101. Formerly ENGL 366

Proposed or New Catalog Description (include all prerequisites):

Guided practice in the writing and editing of technical communications, focusing on the composition, revision, and interpersonal communication skills needed by effective writers and editors, in the work place and beyond. Prerequisite: WRIT 101, WRIT 122, or Transfer equivalent.

Course Outcome Objectives:

By the conclusion of the course, students will learn the basics about technical writing and editing in these areas:

- discourse communities (audiences)
- common technical documents, including proposals
- common technical formats, including letters & résumés
- use & placement of visual aids
- common media, including web based documents
- page-layout expectations
- workplace applications of all the above

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

CASE PROPOSAL TRACKING SHEET

(Document to be Originated by the 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 forwards them to the appropriate CASE Committee

Proposal Number: # 47	Name: WRIT 350; Technical Writing
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Received by the CASE

Admin Associate Date: 2/18/2021

Forward to the CASE
College Meeting

Date: 2/23/2021

Approved Not Approved
Kenneth J. T. 2/25/21
Chair's Signature Date

Return to CASE Admin Date: _____

Forward to the
Professional Education
Unit

Date: _____

Approved _____ NOT Approved _____

P E U Signature Date

Return to CASE Admin Date: 3.1.2021

Forward to the Dean of
CASE

Date: 3.1.2021

Approved Not Approved
Al Gellen 3-12-21
Dean's Signature Date

Return to CASE Admin Date: 3.15.2021

Forward to Academic
Senate Subcommittees

Date: 3.15.2021