

ACADEMIC SENATE PROPOSAL TRACKING SHEET

(Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)

Proposal # 21-19	Title: CNSL 691 Special Topic – Remove from Catalog
(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.

P

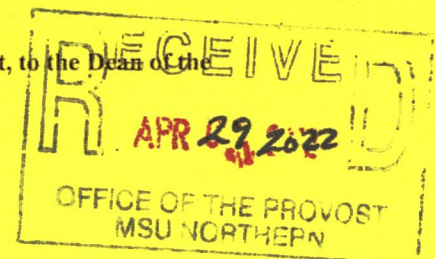
1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms or General Education Inclusion form) to the Academic Senate Secretary. **NOTE: Level 1 or Level 2 forms must be submitted concurrent with this proposal where applicable. For Education proposals, 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.

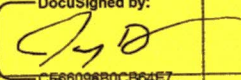
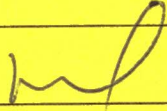
Subcommittee and Academic Senate college representatives will notify their respective colleges' of the progress of submitted proposals or the proposal may be tracked via the web page -- <http://www.msun.edu/admin/provost/senate/proposals.htm>

**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.**

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		<input type="checkbox"/> Abstract Approved <input type="checkbox"/> Disapproved						
Received by Senate Secretary		Tracking	DocuSigned by: <i>Debra Bradley</i> 26500A1E6DE64DB...		Forward to Gen Ed Committee	V Guyant		DocuSign
General Education Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved N/A			Forward to Curriculum Committee	J Todd		DocuSign
Curriculum Committee (if applicable)	4/4/2022	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DocuSigned by:  4F60989387...		Forward to academic senate	Carol Reifschneider		docusign
Academic Senate	4/18/2022	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DocuSigned by: <i>Carol Reifschneider</i> 8C0C778AE8D7467...		Forward to the Provost	Provost Moisey		DocuSign
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Disapproved						
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		5/24/22		Chair	5/24/22	
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Gregory P. Kopf</i>	5/24/22				
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 XX MAJOR REVISION _____ FOR INFORMATION ONLY _____

College CASE-Education Program Area Graduate Date 2-15-2020

Submitter *Andrew Selke* Dean *Andrew Selke* Date 2-15-2020
Signature Signature (indicates "college" level approval)

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

The following courses is recommended for deletion from the catalog. The course is listed at the 600 level. We no longer offer this level of coursework in Education.

Please provide the following information:

College: College of Arts, Sciences and Education

Program Area: Counselor Education

Date: 2-15-2020

Course Prefix & No.: CNSL 691

Course Title: Special Topics

Credits: 12

Required by:

Selective in: Counselor Education

Elective in:

General Education:

Lecture:

Lecture/Lab:

Gradable Lab:

Contact hours lecture:

Contact hours lab:

Current Catalog Description (include all prerequisites):

The course is recommended for deletion from the catalog.

Proposed or New Catalog Description (include all prerequisites):

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.

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: #07	Title: CNSL 691 Special Topic - Remove from Catalog
----------------------	---

Received by the CASE Admin Associate Date: 9/13/2021

Forward to the CASE College Meeting Date: _____

Approved Not Approved
Valerie [Signature] Date 11/30/21
Chair's Signature

Return to CASE Admin Date: _____

Forward to the Professional Education Unit Date: 3-23-22

Approved Not Approved
Beth Durdge [Signature] Date 3-25-22
P E U Signature

Return to CASE Admin Date: 3-23-22

Forward to the Dean of CASE Date: 3-24-22

Approved Not Approved
Beth Durdge [Signature] Date 3-25-22
Dean's Signature

Return to CASE Admin Date: _____

Forward to Academic Senate Subcommittees Date: _____