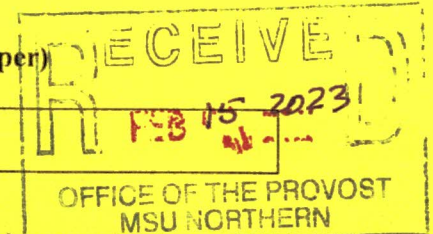


**ACADEMIC SENATE PROPOSAL TRACKING SHEET**  
(Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)



<b>Proposal # 22-24</b>	<b>Title: ENGL 540; English Language - Drop</b>
(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.

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	<i>Debra Bradley</i> <small>DocuSigned by: 20500A1E0DE04DB...</small>	10/6/2022	Forward	K Udayakumar		DocuSign
General Education Committee (if applicable)		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Kasthuri Udayakumar</i> <small>DocuSigned by: EAE9E3029F544F8...</small>	10/12/2022	Forward	C. Donoven		DocuSign
Curriculum Committee (if applicable)		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Valerie Guyant</i> <small>DocuSigned by: ASAD60051980484...</small>	11/9/2022	Tabled for further discussion	V. Guyant		DocuSign
Academic Senate 12/16/2022		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Valerie Guyant</i> <small>DocuSigned by: DE995B0729A143B...</small>		forward	provost		docusign
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carol A. Reinhard</i>		forward	Chancellor		3-8-2023
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Angela D. Key</i>	3-20-2023				
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						
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 Program Area ENGLISH/Liberal Arts Date 9/14/22

Submitter [Signature] Signature Dean [Signature] Signature (indicates "college" level approval) Date 9-26-22

Please provide a brief explanation & rationale for the proposed revision(s):  
This 500 level course already exists as LING 540

Please provide the following information:

College: CASE  
Program Area: English / Liberal Arts  
Date: 9/14/22  
Course Prefix & No.: ENGL 540

Course Title: English Language  
Credits: 3

Required by: no current program

Selective in: Liberal Studies, Graduate students at large, students seeking additional licensure endorsement BA

Elective in:  
General Education: no

Lecture: 3  
Lecture/Lab:  
Gradable Lab: 0  
Contact hours lecture: 3  
Contact hours lab: 0

**Current Catalog Description (include all prerequisites):**

This course is designed to provide students with an overview of linguistic systems, such as phonetics, phonemics and semantics, and an intensive study of the structure of American English. It also engages students with methods of employing these materials in their own classrooms. Because this class is taken at the 500 level, it is a graduate course and expectations for student performance are at an advanced level. Evaluation of course requirements is more rigorous than at the lower division section of this course.

**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.**

None.

# 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: # 32	Title: ENGL 540; English Language - Drop
-----------------------	--

Received by the CASE Admin Associate Date: 9/14/2022

Forward to the Professional Education Unit Date: N/A. 9/21 Approved ✓ Not Approved \_\_\_\_\_

\_\_\_\_\_ P.E. U. Signature Date

Return to CASE Admin Date: 9.14.2022

Forward to the Chair of CASE Date: 9-19-2022 Approved ✓ Not Approved \_\_\_\_\_

Jay [Signature] 9/21/2022  
Chair Signature Date

Return to CASE Admin Date: 9.22.2022

Forward to the Dean of CASE Date: 9-26-22 Approved ✓ Not Approved \_\_\_\_\_

Beth [Signature] 9-26-22  
Dean's Signature Date

Return to CASE Admin Date: 9.26.2022

Forward to Academic Senate Subcommittees Date: 9.26.2022