**PROPOSAL SUMMARY AND ROUTING FORM**

**Proposal Title:** **Minor Curriculum Clean-up- Elementary Education- English Minor**

Initiating Unit or Individual: **School of Education**  
Contact Person's Name: Liza Ingl e-mail: ingl@ferris.edu phone: x5362  
Date or Term of Proposal Implementation: **Fall 2010**

- [x] Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor
- [ ] Group I - B – New minors or concentrations
- [ ] Group II - A – Minor curriculum clean-up and course changes
- [ ] Group II - B – New Course
- [ ] Group III - Certificates
- [ ] Group IV – Off-Campus Programs

<table>
<thead>
<tr>
<th>Group/Individual</th>
<th>Signature</th>
<th>Date</th>
<th>Vote/Action *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Faculty</td>
<td>Claire Burns</td>
<td>4/7/10</td>
<td>Support</td>
</tr>
<tr>
<td>Department Faculty</td>
<td></td>
<td>4/20/10</td>
<td></td>
</tr>
<tr>
<td>Department Head</td>
<td></td>
<td>4/20/10</td>
<td></td>
</tr>
<tr>
<td>College Curriculum Committee</td>
<td></td>
<td>5/6/10</td>
<td>Support</td>
</tr>
<tr>
<td>Dean</td>
<td></td>
<td>5/14/10</td>
<td></td>
</tr>
<tr>
<td>University Curriculum Committee</td>
<td></td>
<td>9/13/10</td>
<td>Support</td>
</tr>
<tr>
<td>Senate</td>
<td></td>
<td>9/19/10</td>
<td></td>
</tr>
<tr>
<td>Academic Affairs</td>
<td></td>
<td>9/19/10</td>
<td></td>
</tr>
</tbody>
</table>

*Support with Concerns or Not Support must include a list of specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

---

To be completed by Academic Affairs

President (Date Approved)  Board of Trustees (Date Approved)  President's Council (Date Approved)

---

[VPAA]  
SEP 15 2013  
PROVOST
1. Proposal Summary
   (Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights. Additional rationale may be attached.)
   The Michigan Department of Education no longer offers a endorsement at the Elementary Education level for English. The only option related to this area is English Language Arts which Ferris State University already has. Therefore, this paper work is being submitted to remove this as a possible minor from the catalog. This has not been listed as an option since 2001 as part of our checksheets.

2. Summary of All Course Action Required*
   a. Newly Created Courses to FSU:
      Prefix    Number    Title

   b. Courses to be Deleted From FSU Catalog:
      Prefix    Number    Title

   c. Existing Course(s) to be Modified:
      Prefix    Number    Title

   d. Addition of existing FSU courses to program
      Prefix    Number    Title

   e. Removal of existing FSU courses from program
      Prefix    Number    Title
3. Summary of All Consultations

<table>
<thead>
<tr>
<th>Form Sent (B or C)</th>
<th>Date Sent</th>
<th>Responding Dept.</th>
<th>Date Received &amp; by Whom</th>
</tr>
</thead>
</table>

4. Will External Accreditation be Sought? (For new programs or certificates only)

__________ Yes __________ No

If yes, name the organization involved with accreditation for this program.

5. Program Checksheets affected by this proposal.

None
CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.
1. This form, with the first six blanks filled in, should be forwarded with the proposal to the chair/head of the affected department.
2. The affected department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal. Failure to respond is interpreted as support for the proposal.
3. The Proposing Department must respond to any concerns by the affected department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title  Minor Curriculum Clean-up-Eliminate Elementary Education English Minor

Initiator(s): School of Education
Proposal Contact: Liza Ing Date Sent: 3/31/10
Department: SOE Campus Address: BIS 421
(Please print)

Responding Department: Languages and Literature
Chair/Head/Coordinator: Date Returned: 3-31-10

Based upon department faculty review on 3-31-10(date), we

☐ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.