

Tracking Sheet

Proposal for Administrative Restructuring
College of Arts and Sciences, Indiana State University

I. Development of the Proposal

The proposal must include discussions of the following elements. If an element does not apply, those making the proposal must provide a brief explanation.

<input type="checkbox"/> Rationale	<input type="checkbox"/> Budget
<input type="checkbox"/> Staffing	<input type="checkbox"/> Curriculum
<input type="checkbox"/> Facilities	<input type="checkbox"/> Resources
<input type="checkbox"/> Technical Support	<input type="checkbox"/> Other Issues

Summaries of Discussions and Votes:

Committee(s) Unit(s)

<input type="checkbox"/> Summary of discussion	<input type="checkbox"/> Summary of discussion
<input type="checkbox"/> Vote	<input type="checkbox"/> Vote

Dissenting Views. Written dissents, if any, should be attached to the proposal.

<input type="checkbox"/> Yes (included)	<input type="checkbox"/> No (none presented)
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II. Circulation of the Proposal

Chairperson of the Faculty Council:

<input type="checkbox"/> Review the proposal for completeness
<input type="checkbox"/> Distribute copies to Dean, Executive Committee, Academic Affairs Committee, and Administrative Affairs Committee

III. Committee Reviews

Academic Affairs Committee	Administrative Affairs Committee
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<input type="checkbox"/> Summary of discussion	<input type="checkbox"/> Summary of discussion
<input type="checkbox"/> Recommendation/Vote	<input type="checkbox"/> Recommendation/Vote

Chairperson of the Faculty Council:

- _____ Place on the Faculty Council Agenda
- _____ Distribute copies to the Faculty Council

IV. Faculty Council Review

- _____ Summary of discussion
- _____ Vote

V. Dean's Review

- _____ Evaluation
- _____ Final opinion

*** This is not an official University form; rather, it is an informal checklist so that interested parties can track the progress of their Proposal through its stages of review.**