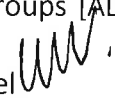




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MEMORANDUM

Date: February 20, 2018
To: Proposal Sponsor [EVPP] and Assigned Review Groups [ADAC, ADC, CC Pres Council, VP SAEM and CAASS]
From: Lisa L. Warren, Office of University General Counsel 
RE: Proposed New Rule 4.44 - Small Class Justification; Course Cancellation Process

Pursuant to Rule 1.10, the Assignment Advisory Group (AAG) met earlier this month and considered the attached item, which was placed on the **ACADEMIC Track**, which means that it will be acted upon as legislation by the Faculty Senate. It was presented for a First Reading at the University Administrative Council meeting on February 13, 2018. **The deadline for the administrative Review Groups to submit comments and edits is March 23, 2018.** After feedback from the Review Groups has been incorporated or otherwise addressed by the Proposal Sponsor in coordination with our office, the Proposal Sponsor will work with a faculty senator to initiate the proposal in the form of a Faculty Senate Proposition and shepherd the legislation through the FS processes.

You are receiving this notification because you are either the Proposal Sponsor, or the head of one of the assigned Review Groups identified by the AAG to provide feedback in the form of comments or proposed edits. Please make arrangements with the Proposal Sponsor if you wish to have the sponsor make a presentation to your unit or group. Pursuant to Rule 1.10, there is a six week Review and Comment period from the date of the AAG meeting (in this case, through March 23, 2018). After your Review Group has considered the Proposal, please upload your Review Group's recommendation or other comments, if any, at the Sharepoint site at: <https://eltnmsu.sharepoint.com/sites/gencounsel/> (See right side and scroll down to find relevant rule).

Because this Proposal is assigned to the Academic Track, the Proposal Sponsor and the Faculty Senate representative(s) will review the feedback received and may revise the proposal, if deemed necessary. Once the Faculty Senate has taken official action, the Proposal will be submitted to the UAC for a Second Reading. A summary of the feedback and/or a compare version showing any changes made since UAC First Reading will be shared with the UAC.

Please contact Lisa Warren at 646-2446 or lisawesq@nmsu.edu in the Office of General Counsel if you have any questions.

cc: Chris Brown, FS Chair
Rolfe Sassenfeld, FS Vice Chair