Wilkes University Curriculum Committee

PROPOSAL SUBMITTAL FORM

Directions:

- Use this set of forms for all proposals sent to the Curriculum Committee.
- Pages 1-3 of this document are required. Any unnecessary forms should be deleted from the packet before submissions. If multiple forms are needed (course addition, course deletion, etc), simply copy and paste additional forms into this packet.
- Note that all new programs (majors and minors), program eliminations, significant program revisions and all general education core revisions must be reviewed and approved by the Provost and Academic Planning Committee (APC) prior to submission to the Curriculum Committee. The Provost will make the decision if a program revision requires APC review.
- Completed and signed forms are due no later than the second Tuesday of every month. Submit one signed original hard copy and a scanned electronic copy with all signatures to the Chair of the Curriculum Committee.

1. Originator: Justin Matus
Finance, Accounting and Management/MBA Program
408-4714 justin.matus@wilkes.edu

2. Proposal Title: Addition of prerequisites for MBA 591

3. Check only one type of proposal: (double click on the appropriate check box and change default value to “checked”).

☐ New Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
☐ Elimination of Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
☐ Program Revision. Significant revisions to a program require review and approval by the Provost. The Provost determines if review and approval by APC is necessary.
☐ General Education Revision. Submissions only accepted from the General Education Committee (GEC). Must be reviewed and approved by the Provost.
☐ Creation of new departments, elimination of existing department. This requires prior review and approval by the Provost and APC.
☐ Course additions or deletions not affecting programs (such as elective courses, transition of “topics” courses to permanent courses).
☐ Change in course credit or classroom hours.
☒ Incidental Changes. Includes changes in course/program title, course descriptions, and course prerequisites. (Although these changes do require approval by the Curriculum Committee, they do not go before the full faculty for approval).
☐ Other (Specify)

1
4. Indicate the number of course modification forms that apply to this proposal:

- [ ] Course Addition Form (plus syllabi)
- [ ] Course Deletion Form
- [x] Course Change Form

5. Executive Summary of Proposal.

This change will require MBA students to first complete the two foundation courses, MBA 501 and MBA 505 before they enroll in the capstone course, MBA591. Experience has shown that students who arrive into MBA 591 without the fundamentals developed in these two courses do not perform adequately. While we generally support a fairly flexible curriculum to accommodate the natural variations of when courses might be offered and the needs of part-time students with full-time jobs, these modest boundaries will only enhance their learning and preserve the quality of the program.

6. Other specific information. (Not applicable for incidental changes.)

**What other programs, if any, will be affected by this proposal?** Describe what resources are available for this proposal. Are they adequate? **What would be the effect on the curriculum of all potentially affected programs if this proposal were adopted?** Include any potential effects to the curriculum of current programs, departments and courses.

Insert Text Here...

7. Program Outline. (Not applicable for incidental changes).

A semester-by-semester program outline as it would appear in the bulletin for a new program or any modified program with all changes clearly indicated.
8. Signatures and Recommendations. (please date)
   • Signatures of involved Department chair(s) and Dean(s) indicate agreement with the proposal and that adequate resources (library, faculty, technology) are available to support proposal.
   • If a potential signatory disagrees with a proposal he/she should write “I disagree with this proposal” and a signed statement should be attached to this submission.

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<tr>
<th>Print Name/Title</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Jennifer Edmonds/Chair, Finance, Accounting &amp; Management</td>
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<td>Department chair(s) of all potentially affected programs</td>
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<td>Jeff Alves/Dean, Sidhu School of Business</td>
<td>[Signature]</td>
<td>1/30/14</td>
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<td>Print Name/Title</td>
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<td>Dean(s) of any potentially affected College/School</td>
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<tr>
<td>Susan Hritzak</td>
<td>[Signature]</td>
<td>2/4/14</td>
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<td>Print Name</td>
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<tr>
<td>Registrar</td>
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Print Name | Signature | Date
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Provost (For new programs, significant revisions and revisions to the General Education Program revisions only).
   Provost should check here ___ if this proposal is a program revision AND the significance of the revision requires review and approval by APC prior to Curriculum Committee.

Print Name | Signature | Date
---|-----------|------
Chair, Academic Planning Committee. For new programs, program revisions sent via the provost. Signature indicates that the proposal has been reviewed and approved by APC.

Print Name | Signature | Date
---|-----------|------
Chair, General Education Committee. For revisions to General Education program only. (Signature indicates that the proposal has been approved by GEC).
Wilkes University Curriculum Committee
COURSE CHANGE FORM

**Directions:** Use this form to change information relating to an existing course. Please note, changes to course number require separate course addition/deletion forms (not this form!). Only indicate changes that are proposed (existing and proposed), other fields should be left blank.

**Course Number:** MBA 591  
**Course Title:** STRATEGIC MANAGEMENT AND POLICY

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<tr>
<th>Course Title</th>
<th>Existing</th>
<th>Proposed</th>
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<tbody>
<tr>
<td>Course Credit hours. (Indicate classroom, lab or “other” hours.)</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>
| Course Prerequisites | Prerequisite(s): MBA 512 (co-requisite), MBA 520 (co-requisite), MBA 532 (co-requisite), MBA 540 (co-requisite), MBA 552 (co-requisite), MBA 560 (co-requisite), MBA 580 (co-requisite). | Prerequisites: MBA 501, MBA 505  
Co-requisites: MBA 512, MBA 520, MBA 532, MBA 540, MBA 552 (co-requisite), MBA 560, MBA 580. |
| Course Description (as proposed for Bulletin)¹ | The capstone course integrates a business approach to strategic decision-making which encompasses the business functions of marketing, production, finance, and human resource management. The course will facilitate both conceptual and experiential integration of functional concepts and techniques from the core courses as well as enhance the written and oral communication skills of students. | The capstone course integrates a business approach to strategic decision-making which encompasses the business functions of marketing, production, finance, and human resource management. The course will facilitate both conceptual and experiential integration of functional concepts and techniques from the core courses as well as enhance the written and oral communication skills of students. |

¹ Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.