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 first 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: Dr. Mary Kropiewnicki, Chair
   Department of Educational Leadership
   Phone 408-6171
   Email mary.kropiewnicki@wilkes.edu

2. Proposal Title: Master of Science in Education with a major in Educational Leadership: Program Revision

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

- 0 Course Addition Form
- 0 Course Deletion Form
- 0 Course Change Form

5. Executive Summary of Proposal.
   Briefly summarize this proposal. The breadth and depth of this executive summary should reflect the complexity and significance of the proposal. Include an overview of the proposal, background and reasoning behind the proposal and a description of how the proposal relates to the mission and strategic long-range plan of the unit and/or university. For incidental changes a one or two sentence explanation is adequate.

The Educational Leadership (EDLS) program consists of 27 credits for the PDE K-12 Principal’s Certificate, with nine additional credits of coursework to earn the Master of Science in Education degree with a major in Educational Leadership, totaling 36 credits. This proposal addresses six of the nine credits required for the degree and proposes changing those course requirements.

**Existing Degree Requirements: 9 credits**
ED 520 Using Assessment to Guide Instruction
ED 524 Action Research for Educational Change
ED 587 Technology Leadership

**Proposed Degree Requirements: 9 credits**
Required: 6 credits
ED 508 Intercultural Communication
ED 525 Introduction to Educational Research
ED 587 Technology Leadership

**Rationale for Proposed Change:** ED 524 Action Research for Educational Change and ED 520 Using Assessment to Guide Instruction are courses that focus on assessment and the collection and use of data from a classroom teacher’s perspective. The first proposed required course, ED 525 Introduction to Educational Research, is an existing course that can better address the needs of school leaders to have more extensive knowledge of educational research to better understand and interpret both qualitative and quantitative data resulting from this research. There is also an increased need for school leaders to have a broader understanding of diverse perspectives related to ethics and culture that can inform their communication with increasingly diverse school communities. The second proposed required course, ED 508 Intercultural Communication, is an existing course proposed for incidental change that can address that need. ED 587 Technology Leadership will remain as a required course to complete the degree.

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.

The proposed changes only affect the graduate education curriculum offered within the School of Education. This proposal is linked to the MS in Education with a major in Teaching and Learning (see new program proposal) and the MS in Education with a major in International School Leadership (see program revision proposal). Courses in this proposal will be offered as part of other programs at the master’s level.

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.

A candidate for the EDLS degree, which includes PA Department of Education K-12 Principal Certification, must complete the following courses for certification:
ED 517 The Principal as Educational Leader (pre-requisite course for all certification courses)
ED 523 Administrative Leadership in Curriculum and Instruction
ED 571 Special Education Programming and Administration
ED 573 Evaluation of Educational Programs
ED 575 School Law for Principals
ED 576 School Management and Communications, and
ED 578 Staff Development and Supervision
ED 592: Principal Internship A & B (6 credits)

Degree-seeking students must also complete
ED 508 Intercultural Communication
ED 525 Introduction to Educational Research
ED 587 Technology Leadership

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.

Dr. Mary Kropiwnicki/Chair Ed Leadership
Print Name/Title Signature Date
Department chair(s) of all potentially affected programs

Dr. Rhonda Waskiewicz/Interim Dean SOE
Print Name/Title Signature Date
Dean (s) of any potentially affected College/School.

Ms. Susan Hritzak
Print Name Signature Date
Registrar
Dr. Terese Wignot
Print Name
Signature
Date
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.