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: Name: Donald Mencer
   Department: Chemistry & Biochemistry
   Phone and email: x-4626 | mencer@wilkes.edu

2. Proposal Title: Change in Co-req for CHM341

3. Check only one type of proposal: (double click on the appropriate check box and change default value to “checked”). Each different type of proposal must be submitted on a separate form.
   - New Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC. Major = minimum of 30 credits, minor = minimum of 18 credits.
   - New Concentration, Track, or Certificate. The Provost determines if review and approval by APC is necessary. Concentration – minimum of 12 credits, certification, endorsement and track are discipline specific.
   - Elimination of Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
   - Elimination of Concentration, Track, or Certificate. The Provost determines if review and approval by APC is necessary.
   - 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)

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

- Course Addition Form (Attach Syllabi: refer to Faculty Handbook for requirements)
- Course Deletion Form
- Course Change Form

Revised 4/30/2018
4. 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.
   CHM351-Physical Chemistry I is presently listed as a co-requisite for CHM341 (Instrumental Methods for Chemical Analysis). This was used as a convenient means of assuring that (a) students taking CHM341 has the requisite Physics and Math skills to take CHM341 and (b) to try to keep students on the recommended course sequence (taking CHM351 and CHM CHM341 in the 5th semester of our course sequence). Recent approved changes to our Physical Chemistry sequence anticipates that some students will not complete a Physical Chemistry course in the 5th semester, however, they should complete CHM341 in that semester.

5. 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.
   N/A

6. 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.

7. New Program Assessments: (For new programs ONLY)
   All new major programs reviewed through the Curriculum Committee must complete this section. Please consult the following page for guidance in developing an assessment plan: https://wilkes.edu/about-wilkes/university-committees/assessment/assessment-planning.aspx
   a. Please list program-level student learning outcomes (SLOs) that all program majors should be able to demonstrate upon graduation from the program. SLOs should be worded such that student performance can be measured directly.

   b. Please briefly describe current plans for how student performance on each program-level SLO will be assessed. Be sure to answer where (which courses), when (frequency), and how (assessment method) for each SLO.

   c. Please identify by name any external accreditation agency or agencies that will influence assessment planning. Include standards or requirements from that accreditor that must be followed when developing the program’s assessment plan. You are encouraged to share specific, current web links to relevant content when standards or requirements related to assessment are substantial.

Revised 4/17/2018
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.

**Department chair(s) of all potentially affected programs**

<table>
<thead>
<tr>
<th>Print Name/Title</th>
<th>Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Amy L. Bradley / co-Chair Dept. of Chem &amp; Biochem</td>
<td>Amy Bradley</td>
<td>4/14/19</td>
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</tbody>
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**Dean(s) of any potentially affected College/School**

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<tr>
<th>Print Name/Title</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Dr. Prahlad N. Murthy / Interim Dean C.S.E.*</td>
<td>Prahlad Murthy</td>
<td>4/5/19</td>
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*College of Science and Engineering

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<tr>
<th>Print Name</th>
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<th>Date</th>
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<tbody>
<tr>
<td>Susan Hritzak</td>
<td>Susan Hritzak</td>
<td>4/8/19</td>
</tr>
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<th>Print Name</th>
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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.

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**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.

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**Chair, General Education Committee.** For revisions to General Education program only. (Signature indicates that the proposal has been approved by GEC).

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Revised 4/17/2018
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: CHM-341
Course Title: Instrumental Methods for Chemical Analysis
Effective Date of Course Change (semester/year) Fall / 2019

NOTE (1): only items that are changing appear in the “proposed” column in the table below.
NOTE (2): CHM343 (the lab affiliated with CHM341) needs no changes.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits: 3 classroom</td>
<td>Instrumental Methods for Chemical Analysis</td>
<td>CHM-246 with a grade of 2.0 or better &amp; CHM-248 with a grade of 2.0 or better, MTH-112, PHYS-202</td>
</tr>
<tr>
<td>CHM-246 with a grade of 2.0 or better &amp; CHM-248 with a grade of 2.0 or better</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHM-343 &amp; CHM-351</td>
<td>CHM-343</td>
<td></td>
</tr>
</tbody>
</table>

Course Description (as proposed for Bulletin)¹

A course in the fundamental principles that provide the basis for the design and fabrication of chemical instrumentation. The underlying physical basis for each method is introduced through an exploration of the capabilities, limitations, and applications of a wide range of separations, spectroscopic, and electrochemical methods. Three hours of lecture per week.

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.