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: Addition of a new path to the Chemistry Minor

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.

The addition of our new Essentials of Organic Chemistry, CHM235/237 (3Cr = 1 Cr = 4 credits total), formally into the curriculum limits the number of students that will opt to take our two-semester organic chemistry sequence. This excludes a population of students from an opportunity to earn a Chemistry Minor which presently requires both semesters of Organic Chemistry as required courses for the minor (see below for the current language). In particular, our Neshitt School of Pharmacy (PharmD) students will certainly almost exclusively track into the one-semester option (CHM235/237). Our department would like to specify two possible paths to our minor (see the proposed language below).

We will retain the current requirements for the Chemistry Minor as one path. The second path will include the one semester Essentials of Organic Chemistry (CHM235/237) as a required course.

Current Language

Chemistry Minor

Students in majors other than Chemistry may wish to elect a minor in Chemistry. The minor shall consist of a minimum of 22 credits.

REQUIRED COURSES:
CHM 113/115 - Elements and Compounds with lab.
CHM 114/116 - The Chemical Reaction with lab.
CHM 231/233 - Organic Chemistry 1 with lab.
CHM 232/234 - Organic Chemistry 2 with lab.
Six (6), or more, credit hours of electives – All electives must be listed or cross-listed as a chemistry course, 200 level or higher, and in keeping with the existing prerequisites as listed in the Bulletin.

Proposed Language

Chemistry Minor

Students in majors other than Chemistry may wish to elect a minor in Chemistry. The minor shall consist of a minimum of 22 credits and can be reached by one of the two paths listed below.

Path (1) REQUIRED COURSES:
CHM 113/115 - Elements and Compounds with lab.
CHM 114/116 - The Chemical Reaction with lab.
CHM 231/233 - Organic Chemistry 1 with lab.
CHM 232/234 - Organic Chemistry 2 with lab.
Six (6), or more, credit hours of electives – All electives must be listed or cross-listed as a chemistry course, 200 level or higher, and in keeping with the existing prerequisites as listed in the Bulletin.

Path (2) REQUIRED COURSES:
CHM 113/115 - Elements and Compounds with lab.
CHM 114/116 - The Chemical Reaction with lab.
Ten (10), or more, credit hours of electives – All electives must be listed or cross-listed as a chemistry course, 200 level or higher, and in keeping with the existing prerequisites as listed in the Bulletin.

Revised 4/17/2018
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.

The students in the Nesbitt School of Pharmacy School will benefit from this proposal as students in their program who elect to earn a Chemistry Minor will be able to do so. This cohort of students has represented approximately half of the Chemistry Minors awarded in a typical year.

The additional pathway (Path 2) requires only courses already approved to be offered in our Department. The additional course required of the students following Path (2) – the one needed to replace the credit hours from the second semester of Organic Chemistry – will most likely come from courses in chemistry that have capacity for additional enrollments.

The change also does not prevent any students from earning a Chemistry Minor by following the current requirements (for example, students who wish to go to medical schools that still require two semesters of organic chemistry).

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.

The requirements for the minor (either path one or path two) can be satisfied by the current course offerings in the Department (which include the already approved CHM235/237 Essentials of Organic Course). The description of the requirements for the minor are already shown above as they currently appear in the Bulletin and as they will appear should this proposal be approved. A semester by semester outline for minors are not typically listed in our Bulletin, however, I can generate them if desired / required.

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

Amy L. Bradley / co-Chair Dept. of Chem & Biochem
Print Name/Title
Signature
Date

Dr. Zbigniew J. Witczak / Chair of Pharm. Sci.
Print Name/Title
Signature
Date

Dr. Judith L. Kristeller, Chair of Pharm. Practice
Print Name/Title
Signature
Date

Dean(s) of any potentially affected College/School

Dr. Prahlad N. Murthy / Interim Dean C.S.E.*
Print Name/Title
Signature
Date

Dr. Scott Stolte / Dean Nesbitt School of Pharm.
Print Name/Title
Signature
Date

*College of Science and Engineering

SUSAN Hritzak
Print Name
Signature
Date

Registrar

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.

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.

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

Revised 4/17/2018