***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 forms with electronic signatures are due no later than the second Tuesday of every month (or one week prior to the scheduled meeting date)**. **All signatures are to be obtained using DocuSign. Submit *the signed document in pdf format* to the Chair of the Curriculum Committee via Wilkes email**. **All signees of the document are to be cc'd on the submission email.**
1. Originator: **Name**

# Department

**Phone and email**

1. **Proposal Title:**
2. **Check all that apply**: (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.***

|  |  |  |
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| [ ]  |  | Elimination of Program(s). (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

1. 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.**

Insert Text Here…

1. 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…

1. 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.**

1. 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>

1. 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.

Insert Text Here…

1. 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.

Insert Text Here…

1. 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.*

Insert Text Here…

1. 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 included with to this submission.

Print Name/Title DocuSign Signature Date

Department chair(s) of all potentially affected programs

Print Name/Title DocuSign Signature Date

Dean (s) of any potentially affected College/School.

Print Name/Title DocuSign Signature Date

Registrar

Print Name/Title DocuSign 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/Title DocuSign 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/Title DocuSign 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 ADDITION FORM – page 1**

1. Course Title: **Official title for course – as opposed to the popular title**
2. Course Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Coordinate with Registrar to insure course number is available**

1. Course Credits: \_\_\_\_\_

Classroom Hours\_\_\_\_\_\_ Lab Hours\_\_\_\_\_\_ Other\_\_\_\_\_\_

1. Course Pre-requisites:
2. Course Co-requisites:
3. Effective Date of Addition (semester/year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Course Description (as proposed for the Bulletin):  **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.**

1. Required Documentation:

***Proposed Syllabus*** ***Attach* proposed syllabi immediately after this document. In some situations the official syllabus may contain information which is beyond the review needs of the Curriculum Committee (such as extensive rubrics, etc). It is permissible to attach an abbreviated syllabus. In general, syllabi (whether full or abbreviated) should contain the following information: Course Title, Course Number, Credit hours, Faculty Information (name contact information, office hours), Course Description, Course Outcomes or Objectives, Assessment (grading) informations, required texts (or other things such as tools, software, etc), pertinent policies and a proposed schedule of topics.**

 **Wilkes University Curriculum Committee**

**COURSE DELETION FORM**

1. Course Title: **Official title** a**s listed in the most current University Bulletin**
2. Course Number: **As listed in the most current University Bulletin**
3. Course Credit Hours: **As listed in the most current University Bulletin**

Classroom Hours\_\_\_\_\_\_ Lab Hours\_\_\_\_\_\_ Other\_\_\_\_\_\_

1. Effective date of course deletion (semester/year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Effective Date of Course Change (semester/year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
|  |  Existing | Proposed |
| Course Title |  |  |
| Course Credit hours. (Indicate classroom, lab or “other” hours.  |  |  |
| Course Prerequisites |  |  |
| Course Description (as proposed for Bulletin)1 |  |  |

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.**