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: Bobak Karimi
   EEES
   (570) 408-4698 bobak.karimi@wilkes.edu

2. Proposal Title: Effective changes to the EES 302 course

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.

This proposal is to change the current EES 302 Literature Methods course title, description, and contact hours. The changes are made to more strongly emphasize scientific research and communication, both skills integral to any science major. Communication is an important facet of the scientific method and must be effectively delivered to a variety of audiences.

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.

Only the B.S. in Geology, B.S. in Environmental Science, and B.A. in Earth & Environmental Science will be affected by this change.

The department of Environmental Engineering & Earth Sciences and University Library currently have all resources required for the updated proposed course, and these resources are adequate to deliver the course effectively.

The effect on the curriculum of all potentially affected programs is negligible.

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.

A change in classroom hours has no impact on the course credits in any curriculum.

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.

N/A

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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.

N/A

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.

N/A

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. Marleen Troy, Chair EEES  Signature  Date
Department chair(s) of all potentially affected programs

Dr. Prahland Murthy, Dean  Signature  Date
Dean(s) of any potentially affected College/School.

Susan Hritzak  Signature  Date
Registrar

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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:** EES 302

**Course Title:** Literature Methods

**Effective Date of Course Change (semester/year):**

<table>
<thead>
<tr>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Title</strong></td>
<td><strong>Course Credit hours.</strong></td>
</tr>
<tr>
<td></td>
<td>(Indicate classroom, lab or “other” hours.)</td>
</tr>
<tr>
<td><strong>Literature Methods</strong></td>
<td>1 cr.</td>
</tr>
<tr>
<td></td>
<td>1 hr.</td>
</tr>
</tbody>
</table>

**Course Prerequisites**

**Course Description (as proposed for Bulletin)**

The nature and use of important sources of information in earth and environmental sciences are developed through retrospective searching methods and current awareness techniques. The use of computer databases, the design of personal computer information files, information search strategies, and manual search procedures are included. Literature preparation for Senior Projects (EES 391-392).

The aim for this course is to provide students with the necessary foundation to think critically about scientific research and communication. The course introduces students to the (1) philosophy of science, (2) design, execution, and evolution of scientific projects, (3) exploration, evaluation, and management of scientific literature, (4) methods and ethics of scientific communication, and (5) proposal design for a project to be continued into Senior Project (EES/GEO 391/392) that includes a literature review, definition of research questions, objectives, or testable hypotheses, and the methods used to carry out the project. The broader social and political context in which scientific research is situated and must respond to and interact with is also explored. More than that, this course explores the important connections between research design and communication by having students focus on the application of learned theory and skills to projects with Senior Project advisor.

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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.

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