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: William Greiner
   Faculty of Practice
   Department of Mechanical Engineering and Engineering Management
   (570)408-4163 / William.greiner@wilkes.edu

2. Proposal Title: Engineering Management Minor Refreshment

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:
   0 Course Addition Form (Attach Syllabi: refer to Faculty Handbook for requirements)
   0 Course Deletion Form
   0 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 list of courses required for the Engineering Management Minor has been updated using already existing courses.

No new resources are required.

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.

No other programs/departments are affected by these changes.

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.

Please see attached the revised list of EGM minor required courses, elective courses, and notes concerning the changes.

7. New Program Assessments: (For new programs ONLY)

Revised 4/17/2018
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](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

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.

   Henry J. Castejon
   Apr 10, 2019

   Print Name/Title
   Department chair(s) of all potentially affected programs – Dr. Henry Castejon, Mechanical Engineering and Engineering Management

   Prahlad Murthy
   Interim CSE Dean
   4/3/19

   Print Name/Title
   Dean(s) of any potentially affected College/School – Dr. Prahlad Murthy, CSE

   Susan Hritzak
   4/3/19

   Print Name
   Registrar – Susan Hritzak

   Anne A. Skleder
   4/5/19

   Print Name
   Provost – Dr. Anne Skleder (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
   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.

   Revised 4/17/2018
EGM Minor – 21 credits total

Required courses (15 credits)

**EGM-320. ENGINEERING PROJECT MANAGEMENT AND ANALYSIS**  
Credits: 3


**EC-102. PRINCIPLES OF ECONOMICS II**  
Credits: 3

Based upon a broad microeconomic foundation concentrating on such units as the consumer, the firm, and the industry. A general view of the free market system; the economics of the firm and resource allocation under different market structures; production theory; pricing and employment resources; economic growth and development.

**EGM-321. QUANTITATIVE ANALYSIS AND PROGRAMMING METHODS**  
Credits: 3

Discussion of various quantitative analysis and optimization methodologies. Analytical numerical approaches are used in solving linear and nonlinear optimization problems. Emphasizes the development of ability in analyzing problems, solving problems by using software, and post solution analysis.

**EGM-336. ENGINEERING AND MANAGEMENT MODELS**  
Credits: 3

Discussion of the techniques in and the art of modeling practical problems encountered by engineers and managers.

**BA-335. LAW AND BUSINESS**  
Credits: 3

This course provides a foundation for understanding how the law functions; the laws protecting consumers and employees; and the law of contracts, sales, and business organizations.

* The option to choose FIN-341 instead of BA-335 has been discontinued.

Elective course (6 credits) **

Six credits from the following:  
EGM-310 Project Decision Process  
EGM-315 Quality Practices for Design and Operations  
EGM-322 Operations Analysis & Resource Allocation  
EGM-325 Project Analysis and Resource Allocation  
EGM-399 (Co-op)

** Several EGM courses have been assigned permanent course numbers, and these are reflected in the approved elective list. FIN-341 has been removed from the list of approved electives. Electives for the EGM minor will come explicitly from the EGM program.