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: Dr. Karim Letwinsky
   Department: School of Education, Masters Level
   Phone and email: karim.letwinsky@wilkes.edu; x5512

2. Proposal Title: International School Leadership Program Change/EDIL 5008 Deletion

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)
[1] 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 purpose of this proposal is to remove EDIL 5008 Continuous Professional Growth for International School Leaders from the Master of Science in Education with a major in International School Leadership. This course will be replaced by ED 587 Technology Leadership. The reason for this course removal and replacement is twofold. The ongoing enrollment format of EDIL 5008 has proved challenging due to student enrollment patterns and operational needs for billing and registration. Additionally, replacement with ED 587 will create alignment between the masters courses required in the International School Leadership and Educational Leadership programs offering a richer experience to students in both programs and cohesive studies in the area of leadership.

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 will be affected by this proposal since EDIL 5008 was unique to the International School Leadership program. While ED 587 will see increased enrollment as the replacement for this course, there are ample, qualified faculty (full-time and adjunct) available to teach this course should additional sections be required.

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.

M.S. in International School Leadership (30 Credits)
AAIE Courses in Partnership with PLS 3rd Learning Courses (21 credits)
EDIL 5001 Vision and Mission to Guide International Schools
EDIL 5002 Leading for Staff and Student Learning in International Schools
EDIL 5003 Governance in International Schools
EDIL 5004 International School Management and Leadership
EDIL 5005 Building and Sustaining a Healthy International School Culture
EDIL 5006 Ethical Leadership in International Schools
EDIL 5007 Situational Awareness and Diplomacy in International Schools
(EDIL 5008 Continuous Professional Growth for International School Leaders- DELETE)

Wilkes Courses (6 credits)
Required: 9 credits
ED 508 Intercultural Communication
ED 525 Introduction to Educational Research

Revised 4/17/2018
ED 587 Technology Leadership- Replace EDIL 5008

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.

   Insert Text Here

   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.

   Insert Text Here

   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 programs 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

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.

   Print Name/Title: Karim Medico Letwinsky  
   Signature: 
   Date: 3/19/19

   Department chair(s) of all potentially affected programs

   Print Name/Title: Rhonda M. Rabbitt 
   Signature: 
   Date: 3/19/19

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

   Print Name: 
   Signature: 
   Date: 3/19/19

Revised 4/17/2018
Registrar

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair, General Education Committee. For revisions to General Education program only. (Signature indicates that the proposal has been approved by GEC).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Wilkes University Curriculum Committee
COURSE DELETION FORM

1. Course Title: Continuous Professional Growth for International School Leaders

2. Course Number: EDIL 5008

3. Course Credit Hours: As listed in the most current University Bulletin
   Classroom Hours 3           Lab Hours       Other

4. Effective date of course deletion (semester/year) Summer 2019