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 ______ Diane Wenger
   Department ______ Global Cultures
   Phone and email ______ 570-408-4221  diane.wenger@wilkes.edu

2. Proposal Title: SP 101—Addition of prerequisite (placement test)

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.

  x 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.

We propose adding a prerequisite to require students to take the Spanish placement exam before enrolling in SP 101 (Elementary Spanish). Our intent is to prevent students who have proficiency in Spanish from taking an entry level course and to channel them into the appropriate level course.

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 are affected and no additional resources are needed. (The Spanish faculty has prepared the exam and will grade it; it will be administered online through D2L).

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.

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.

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diane Wenger</td>
<td>Chair, Global Cultures: History, Languages &amp; Philosophy</td>
<td>D. Wenger</td>
<td>5/4/19</td>
</tr>
<tr>
<td>Paul Riggs</td>
<td>Dean, College of Arts, Humanities &amp; Social Sciences</td>
<td>P. Riggs</td>
<td>4/4/19</td>
</tr>
<tr>
<td>Susan Hritzak</td>
<td>Registrar</td>
<td>S. Hritzak</td>
<td>4/4/19</td>
</tr>
<tr>
<td>Anne Skleder</td>
<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>A. Skleder</td>
<td>4/5/19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>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>
<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>

Revised 4/17/2018
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: SP 101

Course Title: Elementary Spanish I

Effective Date of Course Change (semester/year) Fall Semester 2019

<table>
<thead>
<tr>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Elementary Spanish I</td>
</tr>
<tr>
<td>Course Credit hours. (Indicate classroom, lab or “other” hours.)</td>
<td>3</td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>Fundamentals of spoken and written Spanish, and introduction to Spanish culture. Emphasis is placed on communicative proficiency.</td>
</tr>
<tr>
<td>Course Description (as proposed for Bulletin)¹</td>
<td></td>
</tr>
</tbody>
</table>

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.

Revised 4/17/2018