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 Amy Bradley
   Department Chemistry
   Phone and email 570-408-4624 amy.bradley@wilkes.edu

2. Proposal Title: Essentials of Organic Chemistry Lab

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:
   ___X___ 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.

A one semester Organic Chemistry lab course was requested by the departments of Biology and Pharmacy. Neuroscience majors also only take one semester of organic chemistry lab and, with the current two-semester sequence, were only performing labs relevant to the first-semester material, even though the second-semester topics were more relevant to biological systems. The Essentials of Organic Chemistry Lab course includes experiments from both semesters of organic chemistry that are relevant to biological and medical systems. This laboratory was run as a pilot during the fall of 2018.

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.

Since the two semester organic chemistry lab sequence will remain in place this proposal does not obligatorily affect any department. The effect on any program that chooses to allow their students to take this lab course would be to reduce their credit hours by 1. The pharmacy and biology programs are aware of this 1 credit hour reduction and will have these hours “made up” by requiring different coursework for their students.

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. You are encouraged to share specific, current web links to relevant content when standards or requirements related to assessment are substantial.

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.

Amy Bradley / Co-Chair Chemistry  
Print Name/Title  Signature  Date
Department chair(s) of all potentially affected programs

Prahlad Murthy  
Print Name/Title  Signature  Date
Interim Dean of College of Sci. & Eng.
Dean(s) of any potentially affected College/School.

Susan Hritzak  
Print Name  Signature  Date
Registrar

Anne A. Skleder  
Print Name  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.

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.

Chair, General Education Committee. For revisions to General Education program only. (Signature indicates that the proposal has been approved by GEC).

Revised 4/17/2018
Wilkes University Curriculum Committee  
COURSE ADDITION FORM – page 1

1. Course Title: **Official title for course – as opposed to the popular title**
   Essentials of Organic Chemistry Lab

2. Course Number: ______CHM_237___________________
   Coordinate with Registrar to insure course number is available

3. Course Credits: __1___
   Classroom Hours______  Lab Hours__3__  Other____

4. Course Pre-requisites: A grade of 2.0 or better in CHM 114/116


6. Effective Date of Addition (semester/year) __Fall/2019_____________________

7. Course Description (as proposed for the Bulletin): A one semester fundamental organic chemistry laboratory course which introduces organic reactions, purification, physical characterization and spectroscopic techniques.

8. 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.

Revised 4/17/2018
ESSENTIALS OF ORGANIC CHEMISTRY LAB
Fall 2018

Amy L. Bradley, Ph.D.
309 Cohen Science Center
Department of Chemistry
570-408-4624
amy.bradley@wilkes.edu

Lab: 3 hours a week

Office Hours: MWF 11am-1 pm or by appointment


Exams/Quizzes
Quizzes may be given during the first 10 minutes of the lab. If a quiz is missed then a zero will be given and there are no makeup quizzes.

Formal Lab Reports
Formal lab reports are used to demonstrate both knowledge of the material and methodology. The lab report should be detailed and should include procedures, calculations, observations, and results, followed by a brief discussion and possible problems encountered. Lab reports must be typed, double-spaced and handed in on the due date. A 10% per day late penalty will occur if not on time.

Drops
Drop slips will NOT be signed after the drop date without a valid, documented excuse. Please do not ask. There are no exceptions. This is a university policy. Students withdrawing from the lecture must also withdraw from the laboratory.

Cheating
Cheating is taken very seriously. Anyone caught cheating on an exam/quiz will get a zero on that exam/quiz. If it is an exam it WILL be reported to the Student Affairs office.

Grades

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<thead>
<tr>
<th></th>
<th>Lab Reports 80%</th>
<th>Preparation 10%</th>
<th>Quizzes 10%</th>
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<td></td>
<td>4.0= 95-100</td>
<td>3.5= 90-94</td>
<td>3.0= 85-89</td>
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<tr>
<td></td>
<td>2.5= 80-84</td>
<td>2.0= 75-79</td>
<td>1.5= 70-74</td>
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**Course Objectives**

Students in all chemistry courses are expected:

A1. To demonstrate proficiency in analysis, organization, interpretation, and presentation of chemical data.
A2. To express chemical concepts with quantitative relationships and to interpret the results obtained from use of these quantitative relationships in terms of the chemical concepts conveyed in this format.
A3. To use written communication in a cogent and coherent form that demonstrates understanding of chemical concepts.
A4. To develop critical thinking and problem-solving skills in synthesizing information.
A5. To appreciate the relevance of chemistry to everyday life.
A6. To recognize that the various areas of chemistry are interrelated and require integration of basic chemical principles, including chemical formulae and nomenclature, chemical reactions and stoichiometry, chemical equilibria and acid-base theory, and molecular structure.

In addition, students successfully completing the essentials organic lab course are expected to develop skills in and an appreciation of:

B1. To reinforce the reactions discussed in the co-requisite lecture course.
B2. To become familiar with the safe use, storage, and disposal of reagents commonly encountered in the organic laboratory.
B3. To develop laboratory note-taking skills.
B4. To understand the ethical obligation of experimentalists in reporting results of their experiments.
B5. The use of spectroscopy in structure determination.
B6. To develop proficiency in experimental design, data collection, analysis and interpretation of experimental results.

**Other Information**

Information on lab safety, preparation, policies, lab attire, proper notebook preparation, and lab report requirements can be found in the required lab manual.
**Laboratory Experiments**

Lab 1 - Check-in week (safety, policy review etc.)

Lab 2 - Recrystallization of Benzoin and Naphthalene

Lab 3 - Extraction of Caffeine from Tea

Lab 4 - TLC of Analgesics

Lab 5 - Stereochemistry Worksheets/ Polarimetry of Carvone

Lab 6 - Spectroscopy Lab

Lab 7 - Acid/Base Extraction

Lab 8 - Acid/Base Extraction cont.

Lab 9 - Reduction of Fluorenone

Lab 10 - Synthesis of Benzocaine

Lab 11 - Crossed Aldol Reaction

Lab 12 - Check-out