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: Edward T. Bednarz III, Ph.D.
   Mechanical Engineering
   570-408-7913, Edward.bednarz@wilkes.edu

2. Proposal Title: Mechanical Engineering Course Prerequisites

3. Check only one type of proposal: (double click on the appropriate check box and change default value to “checked”).

☐ New Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
☐ New Concentration, Track, or Certificate. The Provost determines if review and approval by APC is necessary.
☐ 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)
4. Indicate the number of course modification forms that apply to this proposal:

____  Course Addition Form (plus syllabi)
____  Course Deletion Form
____2____  Course Change Form

5. 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 prerequisites for Strength of Materials (ME 232) has been changed since it is a shared course by Mechanical, Electrical and Environmental students. The prerequisite for Introduction to Material Science (EGR 200) has been changed to include students that may start out as environmental engineers and switch to mechanical engineers.

6. 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.

Mechanical and Electrical students must take Material Science (EGR 200). Environmental Engineering students must take CHM 115. ME 232 will list either EGR 200 or CHM 115 as a valid prerequisite.

CHM 118 is a required prerequisite for Introduction to Material Science (EGR 200). If a student starts out as an environmental engineering major they are required to take CHM 115. Therefore, the prerequisite for EGR 200 captures either CHM 118 or CHM 115.

7. 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.
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  
   Print Name/Title: Print Name/Title  
   Signature:  
   Date: Sep 19, 2018  
   Department chair(s) of all potentially affected programs – Dr. Henry Castejon, Mechanical Engineering and Engineering Management

   Marleen A. Troy  
   Print Name/Title: Print Name/Title  
   Signature:  
   Date: 9/20/18  
   Department chair(s) of all potentially affected programs – Dr. Marleen Troy, Environmental Engineering

   Prahlad Murthy  
   Print Name/Title: Print Name/Title  
   Signature:  
   Date: 9/20/18  
   Interim Dean, CSE  
   Dean(s) of any potentially affected College/School – Dr. Prahlad Murthy, CSE

   Susan Hritzak  
   Print Name:  
   Signature:  
   Date: 9/21/18  
   Registrar – Susan Hritzak
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:** ME 232  
**Course Title:** Strength of Materials

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Credit hours. (Indicate classroom, lab or “other” hours.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>ME 231, EGR 200, ME 180, MTH 112</td>
<td>ME 231, ME 180, MTH 112 and (EGR 200 or CHM 115)</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.
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: EGR 200  
Course Title: Introduction to Material Science

<table>
<thead>
<tr>
<th></th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Credit hours. (Indicate classroom, lab or “other” hours.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>CHM 118</td>
<td>CHM 118 or 115</td>
</tr>
<tr>
<td>Course Description (as proposed for Bulletin)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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