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: Joshua M. Blechle, PhD
   Chemistry and Biochemistry
   joshua.blechle@wilkes.edu ext: 7005

2. Proposal Title: Restructuring the Physical Chemistry Course Sequence

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
   4 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 goal of this proposal is to remove the sequential nature of our physical chemistry courses, allowing students to take either of the lecture courses in whichever order they prefer. As a result, we are changing the prerequisites of CHM 352 to match that of CHM 351. In order to help make this distinction clear to students, we are also proposing a change to the name of all four of the physical chemistry courses (CHM 351, 352, 353, and 354) to remove the I and II distinctions.
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.

[Signatures and dates]

Print Name/Title
Department chair(s) of all potentially affected programs

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

Print Name
Registrar

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 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: CHM 351  
Course Title: Physical Chemistry: Quantum and Spectroscopy

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

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

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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: CHM 353
Course Title: Physical Chemistry Laboratory: Quantum and Spectroscopy

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

<table>
<thead>
<tr>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Physical Chemistry I Laboratory</td>
</tr>
<tr>
<td></td>
<td>Physical Chemistry Laboratory: Quantum and Spectroscopy</td>
</tr>
<tr>
<td>Course Credit hours. (Indicate classroom, lab or “other” hours.)</td>
<td></td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td></td>
</tr>
<tr>
<td>Course Description (as proposed for Bulletin)¹</td>
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</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.
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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: CHM 352
Course Title: Physical Chemistry: Kinetics and Thermodynamics
Effective Date of Course Change (semester/year): Fall 2019

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Chemistry II</td>
<td>Pre-Req: CHM-351 with a grade of 2.0 or better</td>
<td>Pre-Req: CHM-114 with a grade of 2.0 or better &amp; CHM-116 with a grade of 2.0 or better, MTH-212 &amp; PHY-202</td>
</tr>
</tbody>
</table>

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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:** CHM 354  
**Course Title:** Physical Chemistry Laboratory: Kinetics and Thermodynamics

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

<table>
<thead>
<tr>
<th>Existing</th>
<th>Proposed</th>
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</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Physical Chemistry II Laboratory</td>
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<tr>
<td>Course Credit hours. (Indicate classroom, lab or “other” hours.)</td>
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<tr>
<td>Course Prerequisites</td>
<td></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