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: Grace Surdovel, Ed.D.
   Graduate Education
   570-408-3102/graces.surdovel@wilkes.edu

2. Proposal Title: Course Elimination: ED 5400

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.
☐ Elimination of Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
☐ 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.
X 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)
4. Indicate the number of course modification forms that apply to this proposal:

_____ Course Addition Form (plus syllabi)
___1___ Course Deletion Form
_____ 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 one or two sentence explanation is adequate.

ED 5400 has been an elective course in the Educational Development and Strategies program since the change in requirements for Instructional II Certification in February 2013. Because the SAS course is no longer required for Level II certification, our partner Performance Learning Systems (owner of the course content) and Graduate Education have seen a steady decline in enrollment for this course. In late December, 2015, I was contacted by Kathy Schmeid of PLS asking if this course could be eliminated due to consistent low (no) enrollment and the elimination of this requirements for Level II. Kathy also noted that the content no longer aligned to the PDE SAS system since it was revised in summer 2015. Because there was a separate contract for ED 5400 between PLS and Wilkes, a formal request for elimination had to be sent to myself, Justin Kraynack and Alicia Bond. This request was sent on January 26, 2016 and is attached to this proposal. This request was approved by Alicia bond on January 26, 2016 and this email is attached as well.

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.

ED 5400 was eliminated from the Online Teaching Program at the time of the program revision (Summer-Fall, 2015) so no additional programs will be impacted by the elimination of this course. Because ED 5400 has not rostered since Spring 2015 and has been replaced by many more relevant course choices offered by PLS, there will be no negative financial impact caused by the elimination of this program.

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.

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

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

Print Name/Title
Registrar

Print Name/Title
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.

Print Name/Title
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.

Print Name/Title
Chair, General Education Committee. For revisions to General Education program only.
(Signature indicates that the proposal has been approved by GEC).
Please see attached program checklist for the Educational Development and Strategies Program. ED 5400 would have been one of the options for the required 12 credits of PLS courses prior to elimination of this course.
1. Course Title: SAS for PA Educators

2. Course Number: ED 5400

3. Course Credit Hours: 3.0
   Classroom Hours: 45    Lab Hours: 0    Other: 0

4. Effective date of course deletion (semester/year)
   Summer, 2016
SAS Course Elimination

Kathy Schmied <kschmied@pls3rdlearning.com>  
To: "Surdovel, Grace" <grace.surdovel@wilkes.edu>  
Cc: Kathy Schmied <kschmied@pls3rdlearning.com>, "alicia.bond@wilkes.edu" <alicia.bond@wilkes.edu>, "justin.kraynak@wilkes.edu" <justin.kraynak@wilkes.edu>  

Hi Grace,

Per your request, this email serves as a request to terminate the April 4, 2011 Memo of Understanding agreement between PLS 3rd Learning and Wilkes University regarding the licensing of the PLS 3rd Learning online course: SAS for Pennsylvania Educators. We request that the termination be effective January 26, 2016. There are no students currently enrolled in the course and the course is not currently on any future schedule. All past enrollments have been reconciled with PLS 3rd Learning. Should you require any additional information in making this decision, please let me know.

Sincerely, Kathy Schmied

Kathy Schmied | VP of Strategic Partnerships

PLS 3rd Learning  
Educators elevated.  
1150 Glenwyck Dr. Ste 1-26 Allentown, PA 18106  
P: 610-289-2761 | M: 270.748.2041  
Toll-free (US): 1.800.343.4484 ext. 1103  
Registration toll-free (US): 1-866-757-2527 | PLSClasses.com
kschmied@PLS3rdLearning.com | PLS3rdLearning.com

From: Surdovel, Grace [mailto:grace.surdovel@wilkes.edu]  
Sent: Monday, January 25, 2016 4:36 PM  
To: Kathy Schmied <kschmied@pls3rdlearning.com>  
Subject: SAS Course Elimination

Hello Kathy,

[Quoted text hidden]

Thanks!

[Quoted text hidden]
SAS Course Elimination

Bond, Alicia <alicia.bond@wilkes.edu>  
To: Kathy Schmied <kschmied@pls3rdlearning.com>  
Cc: "Surdovel, Grace" <grace.surdovel@wilkes.edu>, "justin.kraynak@wilkes.edu" <justin.kraynak@wilkes.edu>

Kathy,

Please accept this email as confirmation of termination of the April 4, 2011 Memo of Understanding agreement between PLS 3rd Learning and Wilkes University regarding the licensing of the PLS 3rd Learning online course: SAS for Pennsylvania Educators. Termination effective date is January 26, 2016.

Sincerely,

Alicia Bond

[Quoted text hidden]

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Alicia Bond, CPP  
Director, Business Operations  
Wilkes University  
84 West South Street  
Wilkes-Barre, PA 18766  
Ph: 570.408.6024 Fax: 570.408.7849  
Email: alicia.bond@wilkes.edu

P Please consider the environment before you print

Confidentiality Notice: This e-mail is intended only for the person(s) to whom it is addressed and may contain information that is confidential, proprietary, privileged or otherwise protected from disclosure. If you are not an intended recipient, please (i) do not read, copy or use this communication, or disclose it to others, (ii) notify the sender immediately by replying to the message, and (iii) delete the e-mail from your system. Thank you.
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**Integrated Program**

This degree program requires Learning credited 3 credits.

*PLS 301 Learning credits are NOT acceptable as credits for elective courses.

Students must complete three (3) elective credits.

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**Total Credits Completed:**

CRD 400: Graduation (6 credits required)

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**Area II: Professional Skills (6 credits required)**

**Using Inclusive Classroom Practices**

ED 569 Teaching Diverse Learners

ED 515 Social Foundations

ED 516 Philosophical Foundations

Choose one of the following:

**ED 519 Issues, Laws, and Trends in Education**

**Required:**

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**Area I: Foundations of Education (6 credits required)**

All courses listed are 3 credits.

Advisor: Karen Redd

Phone: (570) 498-7015 or toll-free (800) WILKES-U, ext. 7015

Please contact your advisor prior to the last semester to obtain a graduation audit. Remember, you must register for CRD 400 to graduate.