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 first 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: Eric Ruggiero
   Integrative Media and Art
   X4508, eric.ruggiero@wilkes.edu

2. Proposal Title: Integrative Media and Art Department degree and name change.

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.
   □ 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:

__0__ Course Addition Form (plus syllabi)
__0__ Course Deletion Form
__0__ 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 Department of Integrative Media and Art has proposed a name and degree change to give prospective students a better understanding of the department’s range of offerings and will allow the university to more effectively market the program. The new name proposed: Department of Integrative Media, Art, and Design.

In addition, the name of the degree offered will change from a BA in Integrative Media to a BA in “Digital Design and Media Art.”

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.

None.

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.

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<tr>
<td><strong>ERIC RIEGERS</strong> CHAIR</td>
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<td>Department chair(s) of all potentially affected programs</td>
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<td><strong>PAUL T. RIGGS, DEAN</strong></td>
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<td>Dean(s) of any potentially affected College/School.</td>
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<td>Joseph M. Kultys</td>
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<td>Registrar</td>
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Print Name | Signature | Date |
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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 | Signature | Date |
---|---|---|
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 | Signature | Date |
---|---|---|
Chair, General Education Committee. For revisions to General Education program only. (Signature indicates that the proposal has been approved by GEC).