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 Dr. Grace Surdovel
   Department Graduate Education
   Phone and email 570-408-3102
   grace.surdovel@wilkes.edu

2. Proposal Title: Discovery EDGE Endorsement Program Elimination

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.
   - [X] 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)
4. Indicate the number of course modification forms that apply to this proposal:

- [ ] Course Addition Form (plus syllabi)
- [ ] 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 a one or two sentence explanation is adequate.

The Discovery EDGE Letter of Endorsement program was developed as a Wilkes University issued endorsement that would provide students with an accelerated pathway to expertise in emerging trends and technologies in education. The Letter of Endorsement could be completed as a standalone program or by taking one additional course in the Master of Science in Instructional Media. The intent was to provide an option to those students who may already hold a master’s, were not seeking any advanced graduate degree, or as a means to funnel students into the Master of Science in Instructional Media. A robust, national marketing campaign was conducted by Wilkes University and Discovery Education but it failed to yield any significant enrollment. With continued low enrollment and an anticipated significant revision to the Instructional Media program that would deeply impact the courses in the EDGE Letter of Endorsement, the future of the program was considered. As a result, the decision was made to eliminate the EDGE LOE program.

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.

The four courses that comprise the EDGE program (EDIM 515, 516, 510, 511, 513 and 514) are part of the current Instructional Media Master’s program and these courses will remain in place until the revision of the IM program is completed. As a result, there will be no impact on other programs.

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.

Because all program courses are embedded in the Instructional Media (IM) program, there will not be any changes to course offerings until the revision to the IM program is completed. There are currently 12 students enrolled in the EDGE program and most are nearing program
completion. Because this is a 12 credit endorsement, students usually complete the program within one year. With that in mind, a program completion deadline would be spring 2018. This would coincide with the revision to the Instructional Media program which would include the retirement of two of the program courses (EDIM 511 and EDIM 514).
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.

   Rhonda M. Rabbitt, Interim Dir. Rhonda/Rabbitt 8/28/17
   Print Name/Title  Signature  Date
   Department chair(s) of all potentially affected programs

   Rhonda M. Rabbitt, Dean  Rhonda/Rabbitt 8/28/17
   Print Name/Title  Signature  Date
   Dean(s) of any potentially affected College/School.

   Susan Hritzak  Susan Hritzak 8/28/17
   Print Name  Signature  Date
   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.

   Linda Winkler  Linda Winkler 8/28/17
   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.

   Chair, General Education Committee. For revisions to General Education program only. (Signature indicates that the proposal has been approved by GEC).
Wilkes University Curriculum Committee
COURSE ADDITION FORM – page 1

1. Course Title: Official title for course – as opposed to the popular title

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

3. Course Credit Hours:
   Classroom Hours _____   Lab Hours _____   Other _____

4. Course Prerequisites:

5. Course Description (as proposed for the Bulletin): 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.

6. Required Documentation:
   Proposed Syllabus Attach proposed syllabus 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.
Wilkes University Curriculum Committee
COURSE DELETION FORM

1. Course Title: Official title as listed in the most current University Bulletin

2. Course Number: As listed in the most current University Bulletin

3. Course Credit Hours: As listed in the most current University Bulletin
   Classroom Hours ______  Lab Hours ______  Other ______

4. Effective date of course deletion (semester/year)

   ________________________________
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: |  
| Course Title: |  

<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></td>
<td></td>
</tr>
<tr>
<td>Course Description (as proposed for Bulletin)(^1)</td>
<td></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.