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: Name: Dr. Rhonda Rabbitt, Director of Master’s & Kali Fedor, Program Coordinator
   Department: School of Education, Graduate Education
   Phone and email: 570-408-3408 – Rhonda.rabbitt@wilkes.edu,
   570-408-7015 – kali.fedor@wilkes.edu

2. Proposal Title: Program Course Addition

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:

   X   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.
   Requesting the addition of the Instructional Coaching™ Online PLS course to the available PLS course options that students in the M.S. Educational Development and Strategies graduate program choose from to fulfill their four PLS course requirements in the 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.

   PLS course options are specific only to the Educational Development and Strategies program, so it will have no effect on any other Graduate Education 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.

   N/A
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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<th>Print Name/Title</th>
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<td><strong>Rhonda Rabitt</strong>, Interim Director</td>
<td>Rabitt</td>
<td>2/1/17</td>
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<td>Department chair(s) of all potentially affected programs</td>
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<td><strong>Rhonda M. Rabitt</strong>, SOE</td>
<td>Rhonda Rabitt</td>
<td>2/1/17</td>
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<td>Dean(s) of any potentially affected College/School</td>
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<td><strong>Susan Hertzler</strong></td>
<td>Hertzler</td>
<td>4/5/17</td>
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<td>Registrar</td>
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<td><strong>Anne A. Skleder</strong></td>
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<td>3/3/17</td>
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<td>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.</td>
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<td>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.</td>
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<td>Chair, General Education Committee. For revisions to General Education program only. (Signature indicates that the proposal has been approved by GEC).</td>
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Wilkes University Curriculum Committee
COURSE ADDITION FORM – page 1

Course Title: Instructional Coaching™ Online

1. Course Number: ED 5406
   Coordinate with Registrar to insure course number is available

2. Course Credit Hours:
   Classroom Hours ___3___  Lab Hours _____  Other _____

3. Course Prerequisites: None

4. 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.

   An instructional coach is chiefly responsible for bringing evidence-based practices into classrooms by working with teachers and other school leaders. This course focuses on the coach’s role in the classroom management, content enhancement, instruction, asking effective questions, and assessment for learning. Participants will also explore he fundamentals for sustaining a successful coaching program including how to represent the coach’s role to staff, building trusting relationships, participating in ongoing training, garnering support from administrators, and providing confidential, non-evaluative job-embedded professional development for teachers. Types of coaching and how to implement effective verbal and nonverbal communication designed to improve expertise in leadership, listening, positive thinking and support are major course themes, with additional focus on the conferencing and facilitations skills (including confidentiality agreements among coaches, teachers, and principals).

5. 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.