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. Bonnie Culver, Director
   Department: Maslow Family Graduate Creative Writing Programs
   Phone and email: (570) 408-4527; bonnie.culver@wilkes.edu

2. Proposal Title: Course Addition of CW 698—Post Graduate Project Revision

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. **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.
   - [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:

____ 1 ___ 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.

Each semester, a larger number of alums return to the program to work on revising their thesis project or begin a new project working with a faculty mentor. Additionally, the program receives several requests from graduates of other programs seeking additional work on their own novels, plays, screenplays, memoirs, etc. to move them closer to publication or production. Currently, these requests have been listed under the 530 or 630 “continued registration” heading. However, those designations were intended to cover students who needed an additional term to complete either the M.A. thesis or the M.F.A. paper/internships requirements. This addition and new name will more correctly designate the goals and objectives of such a class—to be a post-graduate revision period to more adequately advance a manuscript to publication or production by working with industry-specific experts and working writers.

This course will be open to all Wilkes alums and alums from any other M.A., M.F.A., or Ph.D. (with a creative dissertation) in creative writing. It will be not be a required course for the Wilkes students. It will only be open to alums from an accredited 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.

NONE Affected.

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.

Course will be available any time each term and offered completely online.
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>
<th>Print Name/Title</th>
<th>Signature</th>
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<tr>
<td>Department chair(s) of all potentially affected programs</td>
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<td>Dean(s) of any potentially affected College/School.</td>
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<tr>
<td>Registrar</td>
<td>Signature</td>
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<tr>
<td>Provost (For new programs, significant revisions and revisions to the General Education Program revisions only).</td>
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<td>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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<tr>
<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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<tr>
<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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1. Course Title: Post Graduate Project Revision

2. Course Number: CW 698

   Coordinate with Registrar to insure course number is available

3. Course Credit Hours:
   Classroom Hours 6 Lab Hours Other

4. Course Prerequisites: be an alum of any accredited M.A. in Creative Writing, M.F.A. in Creative Writing, or Ph.D. with a creative thesis in the following areas of study—fiction, poetry, nonfiction, playwriting, and screenwriting.

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.

   CW 698 Post Graduate Project Revision. (6 credits). In this class, students will work with a faculty writer to revise, rework, or reimagine a creative writing project and create a plan to submit that revised work for publication or production.

6. Required Documentation:

   Proposed Syllabus Attach proposed syllabi 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.
COURSE DESCRIPTION: This six-credit course will be taught by a writer mentor in any of the following areas of study—fiction, nonfiction, poetry, screenwriting, or playwriting. The coursework is divided into two sections: 1) revising and restructuring a draft of a novel, collection of short stories, novella, poetry chapbook/collection, a film or playscript; 2) creating a marketing strategy to have the revised manuscript published or produced. The writer mentor will work one on one with each student to prepare the manuscript for outside consideration and assist the student in finding potential organizations to submit the final manuscript. The instructor will also assist the student in creating the appropriate (by area only) publication/production and marketing plan.

COURSE REQUIREMENTS: Students enrolled in this course must be an alum of the Wilkes University M.A./M.F.A. program OR hold an M.A. (creative thesis), M.F.A., or Ph.D. (creative dissertation) from any accredited university. Students taking this class must have a completed draft of a full-length creative manuscript in any of the areas of study listed above, which they are willing to reimagine and revise working with a writer mentor. Students must have access to the Internet, since all work will be exchanged online. Students who are revising a filmscript or play must have the software Final Draft on their computer. Students will complete a full revision of the manuscript; create a marketing plan to launch the manuscript; and complete a self-reflective essay on their writing process and life-writing plan. Finally, each mentor will work with the student to write a course contract that must include the following elements: individual deadlines for student submissions of separate chapters/scenes/essays/poems and a final deadline for completion of the full manuscript. The contract must also include deadlines by which the instructor will return and edit all manuscripts.

GRADING: The revised manuscript will equal 50% of the final grade; the marketing plan and self-reflective essay will each equal 25% of the final grade.

COURSE DELIVERY: This course is an online class delivered through the LIVE system at Wilkes University. It will include the use of email exchanges (all within D2L), chats, and the use of discussion boards to post revised chapters. Mentors and students will utilize “track changes” in word documents; film and playwriting students will utilize the software Final Draft.

REQUIRED TEXTS: The full-length project for each student, Final Draft for film/play students. Each instructor may assign 2-3 craft books as needed by area of study and based upon the individual student’s own craft need. These assigned texts will be discussed and agreed upon by the individual instructor and students.
**COURSE OBJECTIVES:** Students must demonstrate mastery of their individual area of study. They must present a marketing strategy that offers them a professional plan and appropriate places (magazines, publishers, or producers) to submit their manuscript.
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: ______________________

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<tr>
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<th>Proposed</th>
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<td>Course Title</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>
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<td>Course Description (as proposed for Bulletin)¹</td>
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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.