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: Program certificate revision in credit hours.

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.
   x 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.

Currently, the Maslow Family Graduate Program in Creative Writing offers a CW certificate totally 15 credit hours. To date, this option has not been selected by any incoming students; however, a greater number of requests are coming to the program director, asking for a shorter, more intense introduction to creative writing. In this proposal, the program director recommends changing the credit hours for a certificate in creative writing to be 9 credit hours instead of the existing 15 credits.

The certificate will include the first full term of courses offered in the existing M.A. in Creative Writing—CW 501 (The Professional Writer), and two of the following foundations courses in five areas of study—CW 502 (Writing Fiction), CW 503 (Writing Poetry), CW 504 (Writing Screenplays), CW 505 (Writing Plays), and CW 506 (Writing Nonfiction). These courses serve as the foundations for the M.A. program.

Students who are requesting such classes are usually unsure if they are prepared and ready enough to enter the Wilkes M.A.; however, at this point, students must be accepted into the full M.A. to take any classes in the M.A. program. This certificate will be offered to non-admitted students as a certificate only. After completing the certificate, students may apply for full admission into the M.A. in the usual process. The certificate will satisfy the requirements of the first nine credits of the program as long as students maintain a 3.5 G.P.A. or better. The original intent of the certificate was to allow conditional admitted students an opportunity to demonstrate their abilities and gear up for the full M.A., but the sheer number of credits (15, which is half of the masters program itself) has proven too daunting. This change will also allow the program to offer the certificate online nationwide to, hopefully, attract a wider and more diverse student population.

The Wilkes graduate creative writing programs are an example of serving lifetime learners. The median age of its students is 45 and come to the program from all walks of life and disciplines. The foundations term acts as a firm foundation and time of preparation for entering students to increase their confidence and skill level before tackling the year-long full length project work that meets the M.A. thesis requirements. In all ways, pedagogically and programatically, this requested change will meet the needs and current demands of perspective students.

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.

M.A. Certificate in Creative Writing

The six courses are offered every term all year long in the CW program and include the following courses:
--CW 501—The Professional Writer
--CW 502—Writing Fiction
--CW 503—Writing Poetry
--CW 504—Writing Screenplays
--CW 505—Writing Plays
--CW 506—Writing Nonfiction
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>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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<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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<td>Chair, Academic Planning Committee. For new programs, program revisions sent via the provost.</td>
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<td>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.</td>
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<td>(Signature indicates that the proposal has been approved by GEC).</td>
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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 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.
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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</table>
| **Course Credit hours.**  
(Indicate classroom, lab or “other” hours.) |          |
| **Course Prerequisites** |          |
| **Course Description**  
(as proposed for Bulletin)\(^1\) |          |

\(^1\) 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.