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: Karim Medico Letwinsky
   Doctoral Department/International Programs
   570.408.5512 karim.letwinsky@wilkes.edu

2. Proposal Title: Course description 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. 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.
   - [ ] 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.
   - [x] 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.
This proposal seeks a minor/incidental course description change for ED539 Advanced Studies in Teaching and Learning. This change will not affect any other courses in this program, nor any other programs in the GSOE. The purpose for this change is to remove from the course description language of the capstone any limitation to the capstone final assessment, as the current description articulates portfolio only. Consistent with the rigor of a MS level capstone, the final assessment may take a variety of forms including, but not limited to, portfolio creation, action research, or other integrated forms of assessment to demonstrate mastery of program outcomes.

6. Other specific information. (Not applicable for incidental changes.)

N/A.

7. Program Outline. (Not applicable for incidental changes).

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.

Karim Medico Letwinsky  1/29/18
Print Name/Title  Signature  Date
Department chair(s) of all potentially affected programs

Rhonda Rabbitt  2/18/18
Print Name/Title  Signature  Date
Dean(s) of any potentially affected College/School.

Susan Hritzak  1/3/18
Print Name  Signature  Date
Registrar

Anne Skleder
Print Name  Signature  Date
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).
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: ED539
Course Title: Advanced Studies in Teaching & Learning

<table>
<thead>
<tr>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>ED 539 Advanced Studies in Teaching &amp; Learning</td>
</tr>
<tr>
<td>Course Credit hours. (Indicate classroom, lab or “other” hours.)</td>
<td>3</td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>Completion of all prior program courses.</td>
</tr>
<tr>
<td>Course Description (as proposed for Bulletin)¹</td>
<td>This capstone course offers a culminating experience to measure the attainment and integration of overall program outcomes. This course provides an in-depth opportunity for the student to demonstrate mastery of learning by analyzing and applying new knowledge through the display creative products and a summative portfolio. Integrated projects will be assessed not only in relation to content, but also within the universal rationale of the educational experience and mission of the graduate school of education.</td>
</tr>
<tr>
<td></td>
<td>This capstone course offers a culminating experience to measure the attainment and integration of overall program outcomes. This course provides an in-depth opportunity for the student to demonstrate mastery of learning by analyzing information and applying new knowledge. Thru the display creative products and a summative portfolio. Integrated projects and/or research will be assessed not only in relation to content, but also within the universal rationale of the educational experience and mission of the graduate school of education.</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.