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
   Karim Medico Letwinsky
   Doctoral/Graduate International
   X5512, karim.letwinsky@wilkes.edu

2. Proposal Title: Reduction of required credits in International School Leadership, MS

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).
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 serves as an course deletion change in the International School Leadership program. This proposal seeks to eliminate the 2 elective courses which will no longer be required, as the program is comprehensive and complete at 30 credits. As such, this is a request for course deletions and a removal of the elective requirement just from this program. There were 5 courses from which students were able to choose in order to fill 2 electives, so while the deletion is only for 2 courses, all 5 options will be removed. These courses will remain active in other programs where they are cross listed as requirements for other SOE programs.

   For this ISL program, the course requirement was for 2 elective courses, however, there were 5 possible courses from which to choose, so each of these 5 options can be deleted.

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

   This change does not affect any other programs. These courses would remain in any other programs where they are active. They would only be removed as an elective requirement from this one program.

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

   Program Outline with Elective Deletion

   **AAIE Courses in Partnership with PLS 3rd Learning Courses (24 credits)**
   EDIL 5001 Vision and Mission to Guide International Schools
   EDIL 5002 Leading for Staff and Student Learning in International Schools
   EDIL 5003 Governance in International Schools
   EDIL 5004 International School Management and Leadership
   EDIL 5005 Building and Sustaining a Healthy International School Culture
   EDIL 5006 Ethical Leadership in International Schools
   EDIL 5007 Situational Awareness and Diplomacy in International Schools
   EDIL 5008 Continuous Professional Growth for International School Leaders

   Upon successful completion of the eight AAIE courses, students are eligible to become AAIE fellows.

   **Wilkes Courses (6 credits)**

   Required: 6 credits
   ED 508 Intercultural Communication
   ED 525 Introduction to Educational Research
Electives: 6 credits (Choose two courses)
- ED 510 Psychological Foundations of Education
- ED 513 Comparative Foundations of Education
- ED 515 Cognition
- ED 585 Integrating Technology in the Curriculum
- ED 587 Technology Leadership

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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<tbody>
<tr>
<td>Karim Medico Letwinsky, Doctoral Chair/Director, International Programs</td>
<td>[Signature]</td>
<td>10/26/17</td>
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<td>Rhonda Rabbitt, Dean SOE</td>
<td>[Signature]</td>
<td>2/12/18</td>
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<td>Sue Hritzak, Registrar</td>
<td>[Signature]</td>
<td>1/29/18</td>
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<td>Anne Skleder, Provost</td>
<td>[Signature]</td>
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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.

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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>
<td>[Signature]</td>
<td>Date</td>
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Chair, General Education Committee. For revisions to General Education program only. (Signature indicates that the proposal has been approved by GEC).