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
   Karim.letwinsky@wilkes.edu  x5512

2. Proposal Title: Course objectives edits for ED 697 Dissertation Proposal Seminar

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.

☒ 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
___1___ 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.

   This proposal seeks to update and edit the course objectives for ED697, a dissertation proposal seminar. This is the next course under revision in the research sequence and these edits represent necessary skills and objectives that must be included in the new course sequence. As the program has evolved, the old objectives are no longer appropriate, as several have been absorbed into other research courses.

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.

   No other programs will be 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.
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
Print Name/Title: Department chair(s) of all potentially affected programs
Signature: __________________________ Date: __________

Rhonda Rabbitt
Print Name/Title: Dean(s) of any potentially affected College/School.
Signature: __________________________ Date: __________

Susan Hritzak
Print Name: Registrar
Signature: __________________________ Date: __________

Anne Skleder
Print Name: Provost (For new programs, significant revisions and revisions to the General Education Program revisions only).
Signature: __________________________ Date: __________
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: Chair, Academic Planning Committee. For new programs, program revisions sent via the provost.
Signature: __________________________ Date: __________
Signature indicates that the proposal has been reviewed and approved by APC.

Print Name: Chair, General Education Committee. For revisions to General Education program only.
Signature: __________________________ Date: __________
(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:**  ED 697  
**Course Title:**  Dissertation Proposal Seminar

<table>
<thead>
<tr>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Title</strong></td>
<td>ED697 Dissertation Proposal Seminar</td>
</tr>
</tbody>
</table>
| **Course Credit hours.**  
(Indicate classroom, lab or “other” hours.) | 3 Classroom hours | Same |
| **Course Prerequisites** | Prerequisites: Acceptance into the Ed.D. Program and successful completion of doctoral core and major coursework. Department Permission Required. | Prerequisites: Acceptance into the Ed.D. Program and successful completion of doctoral core, DQE, and level 1 research. Department Permission Required. |
| **Course Description**  
(as proposed for Bulletin) | This seminar is for doctoral students to gain information on the dissertation process and proposal format and to develop and refine ideas for potential research. This course is to be taken during the last semester of course work in the doctoral program. | This seminar is for doctoral students to gain information on the dissertation process and proposal format and to develop and refine ideas for potential research. This course is to be taken as 3rd residency in the doctoral program. |
| Course Objectives: | Become familiar with the dissertation process and proposal format. |
| | Utilize diverse library resources and digital tools in research. |
| | Become familiar with published dissertations in the major field of study. |
| | Develop and refine ideas for potential research and identify relevant problems of study related to the topic. |
| | Determine/explore appropriate research methodologies to study the potential research problem. |
| | Understand and apply the mechanics and style of professional writing as prescribed by the most recent edition of the American Psychological Association (APA) Manual. |
| | Become familiar with the dissertation process and proposal format. |
| | Complete NIH Certificate training. |
| | Develop a personal timeline for dissertation defense. |
| | Describe the steps in the scholarly publication and professional presentation process. |
| | Complete an initial draft IRB application. |
| | Develop topic outline that reflects an exhaustive review of the literature and progress related components of a proposal. |
| | Identify suitable publications for the dissertation topic. |

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.