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) and program eliminations must be reviewed and approved by the Provost and APC prior to submission to the Curriculum Committee. Significant program revisions must also undergo review and approval by the Provost. The Provost will determine if a significant proposal revision requires approval by the APC. Revisions to the General Education curriculum originate from the General Education Committee and must be reviewed and approved by the Provost.
- Completed (and signed) forms are due on the first Tuesday of every month. Submit one signed copy to the Chair of the Curriculum Committee.

1. Originator: Vicky Shah, Assistant Professor
   Pharmacy Practice
   570-408-3826 / vicky.shah@wilkes.edu

2. Proposal Title: Independent Research Grading Change to Pass/Fail (PHA 395, 396, 495, 496, 595, 596)

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, Certificate Programs). This requires prior review and approval by the Provost and APC.
- Elimination of Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
- 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.

It is requested to change the grading scale for Independent Research in the Nesbitt School of Pharmacy from a numerical grading scale to a pass/fail scale. Students were surveyed and the results showed that it did not matter to them either way as they appreciated the opportunity to conduct research. After a discussion at a full faculty meeting regarding the academic standard committee and grade inflation, it was thought that switching to pass/fail may improve any related issues.

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. No additional resources are needed.

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.

   There is no change in the program outlines as it would appear in the bulletin.
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.

Print Name/Title: [Name]  
Department chair(s) of all potentially affected programs

Signature: [Signature]  
Date: 02/25/18

Print Name/Title: [Name]  
Dean(s) of any potentially affected College/School.

Signature: [Signature]  
Date: 2/28/18

Print Name: [Name]  
Registrar

Signature: [Signature]  
Date: 2/21/18

Print Name: [Name]  
Provost (For new programs, program elimination, significant program revisions and revisions to the General Education curriculum).

Signature: [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: [Name]  
Chair, Academic Planning Committee. For new programs, program elimination, and significant program revisions sent via the provost. Signature indicates that the proposal has been reviewed and approved by APC.

Signature: [Signature]  
Date:

Print Name: [Name]  
Chair, General Education Committee. For revisions to General Education curriculum only. (Signature indicates that the proposal has been approved by GEC).

Signature: [Signature]  
Date:
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:** PHA 395, 396, 495, 496, 595, 596
**Course Title:** Independent Research

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Credit hours. (Indicate classroom, lab or “other” hours.)</td>
<td>Variable credits (1-3)</td>
<td>Variable credits (1-3)</td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>P1-P3 standing</td>
<td>P1-P3 standing</td>
</tr>
<tr>
<td>Course Description (as proposed for Bulletin)^1</td>
<td>Independent study and research for advanced students in the field of the major under the direction of a staff member.</td>
<td>Independent study and research for advanced students in the field of the major under the direction of a staff member.</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.