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: Edward T. Bednarz III
   Mechanical Engineering
   570-408-7913, Edward.bednarz@wilkes.edu

2. Proposal Title: Mechanical Engineering Course Prerequisites

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.
   - □ New Concentration, Track, or Certificate. The Provost determines if review and approval by APC is necessary.
   - □ 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
___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.

The prerequisite for Senior Projects ME 391 was changed to “Senior Standing in Engineering” to encompass all the skills necessary to complete the capstone project within Mechanical Engineering.

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.

ME 391 is only taken by Mechanical Engineering Students.

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.

   **Henry J. Castanon**
   Print Name/Title: Department chair(s) of all potentially affected programs
   Signature: Date: Mar. 12, 2018

   **William Daniels**
   Print Name/Title: Dean(s) of any potentially affected College/School.
   Signature: Date: March 12, 2018

   **Antonia N. Saldarriaga**
   Print Name: Registrar
   Signature: Date: 3/12/18

   **Jane A. Skaler**
   Print Name: Provost (For new programs, significant revisions and revisions to the General Education Program revisions only).
   Signature: Date: 3/13/18
   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: ME 391
Course Title: Senior Projects I

<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></td>
<td></td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>EGM 320, ME 215, ME 335</td>
<td>ME 215, ME 321, ME 323, ME 324, ME 332, ME 333, ME 335, EGM 320</td>
</tr>
<tr>
<td>Course Description (as proposed for Bulletin)¹</td>
<td></td>
<td></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.