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 first 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: Dr. Mary Kropiewnicki, Chair
   Department of Educational Leadership
   Phone 408-6171
   Email mary.kropiewnicki@wilkes.edu

2. Proposal Title: MS in School Business Leadership: Incidental 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.
   ☐ 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:

<table>
<thead>
<tr>
<th>Form Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Addition Form (plus syllabi)</td>
<td>0</td>
</tr>
<tr>
<td>Course Deletion Form</td>
<td>0</td>
</tr>
<tr>
<td>Course Change Form</td>
<td>1</td>
</tr>
</tbody>
</table>

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.

In the original design of the MS in School Business Leadership program, SBL 510 Leadership for School Business served as the capstone course for the 30-credit master’s degree in School Business Leadership. After a recent curriculum review meeting with faculty teaching in this program, it was learned that this course lost its capstone designation for non-academic reasons (scheduling/revenue), and there was no academic basis for this decision. The faculty, all long-standing adjuncts with terminal or master’s degrees in this specialized field, proposed and unanimously agreed that SBL 510 should be reinstated as the capstone course. This designation would require students to synthesize their learning and the related research at the culmination of their studies resulting in increased rigor leading to scholarly practitioners in the field of school business leadership.

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.

None.

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.

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.

Mary Krahnken, Chair, Eng. Dept.  
Print Name/Title  Signature  Date
Department chair(s) of all potentially affected programs

Diane Polacheck, Chair, Undergrad Dept.  Diane Polacheck  10.14.13
Print Name/Title  Signature  Date
Department chair(s) of all potentially affected programs

Kurt Weidner, Director Matriculated  3.26.13  2.28.13
Print Name/Title  Signature  Date
Department chair(s) of all potentially affected programs

Rhonda A. Weiskerich, Interim Dean  Rhonda Weiskerich  10.24.13
Print Name/Title  Signature  Date
Dean (s) of any potentially affected College/School.

Susan Hritzak  Susan Hritzak  10.28.13
Print Name  Signature  Date
Registrar
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**: ______

**Course Title**: ______

### Existing

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This course is taken in the last semester of SBL coursework.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Credit hours. (Indicate classroom, lab or “other” hours.)</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This course is taken in the last semester of SBL coursework.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Prerequisites</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This course is taken in the last semester of SBL coursework.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Description (as proposed for Bulletin)†</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is designed to examine theories of leadership and analyze applications within the school environment. The topics addressed deal with a wide range of school related processes targeted at school improvement and overall student performance.</td>
<td>This capstone course is designed to examine theories of leadership and analyze applications within the school environment. The topics addressed deal with a wide range of school related processes targeted at school improvement and overall student performance.</td>
</tr>
</tbody>
</table>

† 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.