# FACULTY HANDBOOK, SECTION 8

## Appendix: Reference Lists

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A. GRADUATION REQUIREMENT WORKSHEET

Requirements for the B.A. Degree  Student's Name __________________________
(See the Catalogue for requirements for Bachelor of Music and Bachelor of
Faculty Adviser __________________________ Music Education degrees)

[For each course completed indicate department/program, course number, and brief title]

1. FIRST-YEAR SEMINAR __________________________

2. WRITING
   a. College Writing course (Idpt. 110)
      Exempt by placement ______ or __________________________
   b. Writing Intensive (W) Course __________________________

3. GLOBAL AND CULTURAL PERSPECTIVES
   a. Foreign Language
      101: Exempt by placement _____ or __________________________
      102: Exempt by placement _____ or __________________________
   b. Studies in Cultural Difference (C) __________________________

4. RELIGIOUS PERSPECTIVES (R) __________________________

5. QUANTITATIVE REASONING (Q) __________________________

6. LEARNING ACROSS THE DISCIPLINES
   Arts & Humanities __________________________ History & Social Sciences __________________________
   Mathematics & Natural Sciences __________________________

7. LEARNING IN THE MAJOR __________________________
   __________________________ __________________________
8. INDEPENDENT
   I.S. 401     I.S. 451     I.S. 452

9. ELECTIVES

10. MINOR (optional)
    (Six courses, as specified in the Catalogue description of the department or program)
### B. 2016-2017 Department & Curriculum Committee Chairpersons

<table>
<thead>
<tr>
<th><strong>Department</strong></th>
<th><strong>Ext.</strong></th>
<th><strong>Chair</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Africana Studies</td>
<td>2044</td>
<td>Josephine Wright</td>
</tr>
<tr>
<td>Art and Art History</td>
<td>2191</td>
<td>Bridget Milligan</td>
</tr>
<tr>
<td>Biology</td>
<td>2437</td>
<td>Sharon Lynn</td>
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<tr>
<td>Chemistry</td>
<td>2610</td>
<td>Paul Bonvallet</td>
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<tr>
<td>Chinese Studies</td>
<td>2438</td>
<td>Ruijie Wang</td>
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<tr>
<td>Classical Studies</td>
<td>2352</td>
<td>Monica Florence</td>
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<tr>
<td>Communication</td>
<td>2030</td>
<td>Denise Bostdorff</td>
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<tr>
<td>Economics</td>
<td>2308</td>
<td>Jim Burnell</td>
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<tr>
<td>Education</td>
<td>2424</td>
<td>Matthew Broda</td>
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<tr>
<td>English</td>
<td>2332</td>
<td>Dan Bourne</td>
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<td>French and Francophone Studies</td>
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<tr>
<td>Geology</td>
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<td>Greg Wiles</td>
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<tr>
<td>German and Russian Studies</td>
<td>2307</td>
<td>Beth Muellner</td>
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<tr>
<td>History</td>
<td>2528</td>
<td>Katie Holt</td>
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<tr>
<td>Libraries</td>
<td>2483</td>
<td>Gene Wiemers</td>
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<tr>
<td>Mathematics/Computer Science</td>
<td>2037</td>
<td>Jen Bowen</td>
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<tr>
<td>Music</td>
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<td>Shirley Huston-Findley</td>
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<td>Philosophy</td>
<td>2353</td>
<td>John Rudisill</td>
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<td>Physical Education</td>
<td>2189</td>
<td>Keith Beckett</td>
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<tr>
<td>Physics</td>
<td>2120</td>
<td>John Lindner</td>
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<tr>
<td>Political Science</td>
<td>2411</td>
<td>Angie Bos</td>
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<tr>
<td>Psychology</td>
<td>2629</td>
<td>Amber Garcia</td>
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<tr>
<td>Religious Studies</td>
<td>2485</td>
<td>Ron Hustwit</td>
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<tr>
<td>Sociology/Anthropology</td>
<td>2462</td>
<td>Anne Nurse</td>
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<tr>
<td>Spanish</td>
<td>2405</td>
<td>Cynthia (Rikki) Palmer</td>
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<tr>
<td>Theatre and Dance</td>
<td>2543</td>
<td>Shirley Huston-Findley</td>
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</table>

### Curriculum Committee

<table>
<thead>
<tr>
<th><strong>Curriculum Committee</strong></th>
<th><strong>Ext.</strong></th>
<th><strong>Chair</strong></th>
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</thead>
<tbody>
<tr>
<td>Archaeology</td>
<td>2474</td>
<td>Nick Kardulias</td>
</tr>
<tr>
<td>Biochemistry and Molecular Biology</td>
<td>2557</td>
<td>Dean Fraga</td>
</tr>
<tr>
<td>Comparative Literature</td>
<td>2347</td>
<td>Tom Prendergast</td>
</tr>
<tr>
<td>East Asian Studies</td>
<td>1904</td>
<td>Seiko Matsuzawa</td>
</tr>
<tr>
<td>Environmental Studies</td>
<td>2271</td>
<td>Rick Lehtinen</td>
</tr>
<tr>
<td>Film Studies</td>
<td>2027</td>
<td>Dale Seeds</td>
</tr>
<tr>
<td>Global and International Studies</td>
<td>2287</td>
<td>Amyaz Moledina</td>
</tr>
<tr>
<td>Latin American Studies</td>
<td>2528</td>
<td>Katie Holt</td>
</tr>
<tr>
<td>Middle Eastern &amp; North African Studies</td>
<td>2448</td>
<td>Joan Friedman</td>
</tr>
<tr>
<td>Neuroscience</td>
<td>2215</td>
<td>Amy Jo Stavnezer</td>
</tr>
<tr>
<td>South Asian Studies</td>
<td>2138</td>
<td>Mark Graham</td>
</tr>
<tr>
<td>Urban Studies</td>
<td>2308</td>
<td>Jim Burnell</td>
</tr>
<tr>
<td>Women’s, Gender, and Sexuality Studies</td>
<td>2283</td>
<td>Christa Craven</td>
</tr>
</tbody>
</table>
C. COMMITTEES OF THE FACULTY

The President is a member of all faculty committees except the Committee on Conference with Trustees and the Committee on Teaching Staff and Tenure

Elected Committees

Chair of the Faculty Meeting
William Morgan (2)

Teaching Staff and Tenure
Christa Craven (3)
Katie Holt (1)
Ron Hustwit (3)
Shelley Judge (3)
Sarah Sobeck (2)
Mark Wilson (1)

Conference with Trustees
Denise Bostdorff (1)
Amber Garcia (1)
Harry Gamble (2)
Matt Mariola (3)
Ibra Sene (2)
Laura Sirot (2)

Faculty Grievance
Dan Bourne (1)
Pam Pierce (1)
Josephine Shaya (2)
Tom Tierney (2)
Sofia Visa (2)

Strategic Planning & Priorities
Advisory
Laura Burch (AH, 2)
Greg Shaya (HSS, 3)
Rick Lehtinen (MNS, 3)
Monica Florence (At-Large, 2)
Amyaz Moledina (At-Large, 3)
John Rudisill (At-Large, 2)

Educational Policy
Madonna Hettinger (2)
Bryan Karazsia (3)
Beth Muellner (2)
Evan Riley (3)
Greg Wiles (3)
Walt Zurko (2)

Committee on Committees
Karl Feierabend (1)
Michele Leiby (1)
Bas van Doorn (2)
TBA

Committees Appointed by Committee on Committees

Academic Standards
Mark Graham
Matt Moynihan
Elizabeth Schiltz

Campus Sustainability
Rick Lehtinen*
Rikki Palmer

Alumni Council
Matt Broda
Mark Gooch

Classroom Stewards
Ebert: Jennifer Sakai
Kauke G: Michael Forbes
Kauke 1: Jeff Roche
Kauke 2: Tom Prendergast
Morgan: Barbara Burnell
Scheide: Nancy Ditmer
Scovel: Lee McBride

Campus Council
Jim Burnell
Julie Gustafson
Megan Wereley
Severance: Mark Snider
Taylor: Niklas Manz
Wishart: Michelle Johnson*

Copeland
Cody Leary*
Kara Morrow
Boubacar N’Diaye
Erzebet Regan
Lisa Wong

Cultural Events
Marina Mangubi*
Harry Michael
Jimmy Noriega

Educational Assessment
Denise Byrnes
Philip Mellizo
Sara Mirza
Catie Newton

Faculty Research and Development
Don Goldberg
Kent Kille
Diane Uber

GLCA
Maria Teresa Prendergast
Dale Seeds

Honorary Degrees
Jennifer Ison
John Siewert
Claudia Thompson
Leslie Wingard*

HSRC
Joan Furey*
Seiko Matsuzawa
John Neuhoff
Anne Nurse

Instit. Animal Care and Usage
Sharon Lynn*
Zach Sharrow
Amy Jo Stavnezer

Judicial Board
Carrie Culver
Sharon Ferguson
Pam Frese
Joan Friedman
Chuck Kammer
Garrett Thomson

Library, Information Resources and Technology
Elys Kettling-Law*
Chan Sok Park
Thomas Wood

Off-Campus Study Advisory
Tatiana Filimonova
Bridget Milligan
Peter Pozefsky
Kim Tritt

Publications
Marion Duval
Eric Moskowitz*

Research and Study Leaves
Mareike Herrmann
Shirley Huston-Findley
Nick Kardulias*
Drew Pasteur

*Convener of First Meeting
D. REPRESENTATIVES FOR GRADUATE SCHOLARSHIPS AND FELLOWSHIPS

Davies-Jackson Scholarship  
Mark Graham

Fulbright-Hays Scholarship  
Mareike Herrmann
Greg Shaya
Elizabeth Schiltz

Luce Scholars Program  

James Madison Fellowship  
Jeff Roche

British Marshall Scholarship  
Madonna Hettinger

NSF Graduate Research Fellowship  
John Lindner

Rhodes Scholarship  
Madonna Hettinger

Truman Scholarship  
Bas van Doorn
Thomas Tierney

Undergraduate Scholarships

Kendall-Rives Latin America Research  
Cynthia (Rikki) Palmer

Barry M. Goldwater Scholarship  
Sarah Sobeck

Morris K. Udall Scholarship  
Matt Mariola

Earl F. Morris Scholarship  
John Rudisill

E. PRE-PROFESSIONAL ADVISERS

Pre-Architecture  
John Siewert
Walt Zurko

Pre-Business  
John Sell

Pre-Engineering  
Cody Leary

Pre-Health  
Paul Bonvallet

Pre-Law  
John Rudisill

Pre-Seminary  
Mark Graham

Pre-Social Work  
Anne Nurse

Forestry and Environmental Studies  
Rick Lehtinen
Request for Change of Curriculum

All requests for changes to the curriculum must be made using this form. Information required of all requests is in the shaded boxes, all other items are only necessary if you are making changes to those items. No changes will be accepted by the Registrar’s Office without department chair and DCAE signature.

Department (4 letters): _______

Course Number (5 digits, contact the registrar office if unknown): _______

Current Course Title (leave blank if this is a new course request): __________________________

Check and complete only those that apply to your request.

☐ Course Title (if changed or new):
   New short title (30 character max): ________________________________
   New title (42 character max): _____________________________________

☐ Course Description (if changed or new, exactly as it should be entered into Datatel 75-100 words):

☐ Liberal Arts Designation (if requesting new designation):
   ☐ Arts & Humanities (AH)
   ☐ Humanities and Social Sciences (HSS)
   ☐ Mathematics and Natural Sciences (MNS)
   ☐ Writing Intensive (W)
   ☐ Studies in Cultural Difference (C)
   ☐ Religious Perspectives (R)
   ☐ Quantitative Reasoning (Q)
Prerequisites (if changing):

<table>
<thead>
<tr>
<th>Add or Remove</th>
<th>Department</th>
<th>Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Add</td>
<td>CHEM</td>
<td>11100</td>
</tr>
</tbody>
</table>

Cross-listings (if changing, email approval may be attached to request in lieu of signature):

<table>
<thead>
<tr>
<th>Add or Remove</th>
<th>Department</th>
<th>Cross-listed Department Chair Signature</th>
</tr>
</thead>
</table>

Additional Information (needed for new courses only):

Course Credit: ________

Mode of Grading (letter or S/NC): ________

Class Size: ________

Attachments:
Please see the next page for a list of attachments that must be included with each type of request.

Approval:

Department Chair Signature: ________________________________ Date: _______

For office use only:

Dean for Curriculum & Academic Engagement Signature: ________________________________ Date: _______

EPC Approval Needed? □ No □ Yes

If yes, meeting date: ___________ EPC Approved? □ No □ Yes

Date of faculty meeting: ___________ Faculty Approved? □ No □ Yes

Registrar’s Signature: ________________________________ Date: _______
Necessary Attachments for Request for Change of Curriculum

**Prerequisite Change:**
No attachments necessary, submit form only.

**Cross-Listing Change:**
No attachments necessary, submit form only.

**Minor change in the course title or description:**
No attachments necessary, submit form only.

**New Special Topics Course (199xx, 299xx, 399xx)**
No attachments necessary, submit form only.

**Liberal Arts Designation Request:**
- [ ] Proposed syllabus, including learning objectives for the course and typical readings, assignments, and method for calculating final grades. If requesting a W designation, please review the W-Course Checklist prior to submitting syllabus.
- [ ] A rationale for how the course aligns with the program’s or department’s objectives, helps to fulfill the College’s mission, and works toward one or more of the College’s graduate qualities. Please review A Wooster Education.

**New Course or a Significant Changes to a Course:**
- [ ] Proposed syllabus, including learning objectives for the course and typical readings, assignments, and method for calculating final grades.
- [ ] A rationale for how the course aligns with the program’s or department’s objectives, helps to fulfill the College’s mission, and works toward one or more of the College’s graduate qualities. If this is a revision of a previously offered course, include an overview that succinctly describes the proposed changes. Please review A Wooster Education.
- [ ] A Chair’s support letter, which should include: (1) a schedule indicating how frequently the course is to be taught and whether it will replace any of the current offerings in the department or program; and, if this course is not replacing an existing course, (2) a model of department or program staffing for a three-year period indicating any effect the changes will have on course rotation, teaching load, and the ability of the department or program to meet its responsibilities to majors, non-majors, and the College’s interdepartmental programs.
- [ ] A description of any effect the course may have on other department and interdepartmental programs. Include statements of support from any relevant chairpersons.
- [ ] A description of the proposed course demographics. Is it intended for majors or non-majors? If for majors, is it required or elective?
- [ ] A note indicating the College’s existing resources (library, software, lab, etc.) support the course.
Acknowledgement of Risk and Release of Liability

Field Trip to ____________________________________________ Date ______________________
Departure from Wooster at ___________; Departure from __________________ at _______

Professor: _______________ Course Name, Number, & Section ______________________

I voluntarily do elect to participate in the activity named above, and in affixing my signature to this sheet I HEREBY SPECIFICALLY release THE COLLEGE OF WOOSTER from all claims of liability of any sort or causes of action on my part. In addition, by signing this, I fully accept and acknowledge the responsibility for being at the stated departure location at the stated time for the return trip to the College. I release THE COLLEGE OF WOOSTER of all liability and repercussions in the even that I should fail to show for any reason.

• Whereas, I the undersigned being 18 years of age or older and therefore an adult according the laws of the State of Ohio, am a student registered for this course and desire to participate in the field experience as organized by the First Year Seminar section at The College of Wooster. Said experience will hereafter be referred to as a “field trip” and
• Whereas, I understand that the field trip will involve travel to and from the field trip location, as well as physical activities including but not limited to walking, and that such travel and activity carry certain inherent risks and dangers of bodily injury, death and loss of personal property;
• Whereas, I acknowledge and accept the risks and dangers associated with the field trip and assume full responsibility for myself and my property during the field trip and while traveling to and from the field trip site; and
• Whereas, I certify that my health and physical condition are adequate to meet the physical requirements of the field trip.

NOW, therefore, I agree to hold the above named professor, the administrators and personnel of the various areas connected to this field trip, members of the faculty of the First Year Seminar program and the Supervisors of the program, The College of Wooster, the Board of Trustees, officers, and employees harmless for any direct, indirect, special or consequential damages, which I may incur o be held liable for as a result of my participation in this field trip, except to the extent that such damages are due to the negligence of any of the aforesaid persons or entities.
I have read the terms of the Acknowledge of Risk and Release of Liability on the front of this sheet, and I understand and agree to the terms and conditions. This acknowledgement/release shall be binding upon any heirs, administrators, executors, and assigns of the undersigned.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
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