### Document N: Course and Program Development:

**IMPACT AND APPROVAL SIGNATURES**

See Course and Program Development Policy and Procedures ([www.ubalt.edu/provost](http://www.ubalt.edu/provost)) for instructions.

**SCHOOL:** LAW  MSB  CAS  CPA

**CONTACT NAME:** Debra L. Stanley  **PHONE:** 410 837-6082

**DEPARTMENT/DIVISION:** School of Criminal Justice  **DATE PREPARED:** 9/30/13

**PROPOSED SEMESTER OF IMPLEMENTATION:** fall  spring  **YEAR:** 2014

**TYPE OF ACTION:**
- [ ] add (new)
- [ ] deactivate
- [x] modify
- [ ] other

**LEVEL OF ACTION:**
- [x] noncredit
- [x] undergraduate
- [ ] graduate
- [ ] other

**ACTION BEING REQUESTED** (select one category, either Course Actions or Program Actions):
- [ ] COURSE ACTIONS
- [x] PROGRAM ACTIONS

**Original Subject Code/Course Number:** CSCE 481

**Original Course Title:** Service Learning

**Select one or multiple actions from one of the lists below:**

<table>
<thead>
<tr>
<th>COURSE ACTIONS</th>
<th>PROGRAM ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experimental Course</td>
<td>10. Program Requirements</td>
</tr>
<tr>
<td>✓ 2. Course Title</td>
<td>11a. Undergraduate Specialization (24 credits or fewer)</td>
</tr>
<tr>
<td>3. Course Credits</td>
<td>11b. Master’s Specialization (12 credits or fewer)</td>
</tr>
<tr>
<td>4. Course Number</td>
<td>11c. Doctoral Specialization (18 credits or fewer)</td>
</tr>
<tr>
<td>5. Course Level</td>
<td>12. Minor (add or delete)</td>
</tr>
<tr>
<td>6. Pre- and Co-Requisite</td>
<td>13. Closed Site Program</td>
</tr>
<tr>
<td>✓ 7. Course Description</td>
<td>14. Program Suspension</td>
</tr>
<tr>
<td>8. New Course</td>
<td>15. Program Reactivation</td>
</tr>
<tr>
<td>9. Deactivate Course</td>
<td>16a. Certificate Program (UG/G) exclusively within existing degree program</td>
</tr>
<tr>
<td>22. Other</td>
<td>16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)</td>
</tr>
<tr>
<td></td>
<td>17. Off-Campus Delivery of Existing Programs</td>
</tr>
<tr>
<td></td>
<td>18a. Undergraduate Concentration (exceeds 24 credits)</td>
</tr>
<tr>
<td></td>
<td>18b. Master’s Concentration (exceeds 12 credits)</td>
</tr>
<tr>
<td></td>
<td>18c. Doctoral Concentration (exceeds 18 credits)</td>
</tr>
<tr>
<td></td>
<td>19. Program Title Change</td>
</tr>
<tr>
<td></td>
<td>20. Program Termination</td>
</tr>
<tr>
<td></td>
<td>21. New Degree Program</td>
</tr>
<tr>
<td></td>
<td>22. Other</td>
</tr>
</tbody>
</table>

**ADDITIONAL DOCUMENTATION** (check all appropriate boxes of documents included; review the list of necessary documents):
- [✓] summary proposal (O)  [✓] course definition document (P)  [✓] full five-page MHEC proposal (Q)
- [✓] financial tables (MHEC) (R)  [✓] other documents as may be required by MHEC/USM (S)  [✓] other (T)

Summer 2010
**IMPACT REVIEW (review the list of necessary signatures):**

<table>
<thead>
<tr>
<th>Impacted Entity</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. OTS</td>
<td></td>
<td></td>
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<tr>
<td>c. University Relations</td>
<td></td>
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<tr>
<td>d. Admissions</td>
<td></td>
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<tr>
<td>e. Records</td>
<td></td>
<td></td>
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<td>f. Logistics</td>
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<tr>
<td>g. Student Services</td>
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<tr>
<td>h. Office of Student Life</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Other (Please describe)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**APPROVAL SEQUENCE (review the list of necessary signatures):**

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department/Division (Chair)</td>
<td>Debra L. Stanley</td>
<td>10-21-13</td>
</tr>
<tr>
<td>B. General Education (for No. 7, 8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Final Faculty Review Body Within Each School (Chair)</td>
<td>Neil L. Ryland</td>
<td>1/8/13</td>
</tr>
<tr>
<td>D. Dean</td>
<td>Laura C. Nelson, Provost</td>
<td>12/17/13</td>
</tr>
<tr>
<td>E. University Faculty Senate (Chair)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. University Council (Chair)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Provost and Senior Vice President for Academic Affairs</td>
<td>Cur J. A.</td>
<td>3/14/14</td>
</tr>
<tr>
<td>H. President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Board of Regents (notification only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Board of Regents (approval)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. MHEC (notification only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. MHEC (approval)</td>
<td></td>
<td></td>
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<tr>
<td>M. Middle States Association notification</td>
<td>Required only if the University’s mission is changed by the action</td>
<td></td>
</tr>
</tbody>
</table>

1 University Council review (for recommendation to the president or back to the provost) shall be limited to curricular or academic policy issues that may potentially affect the University’s mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.

Summer 2010
Document O: Course and Program Development: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL: ☐ LAW ☐ MSB ☐ CAS ☐ CPA

CONTACT NAME: Debra L. Stanley PHONE: 410 837-6082

DEPARTMENT/DIVISION: School of Criminal Justice DATE PREPARED: 9/30/13

PROPOSED SEMESTER OF IMPLEMENTATION: ☐ fall ☐ spring YEAR: 2014

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

☐ COURSE ACTIONS

Original Subject Code/Course Number: CSCE 481

Original Course Title: Service Learning

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

1. Experimental Course
2. Course Title
3. Course Credits
4. Course Number
5. Course Level
6. Pre- and Co-Requisite
7. Course Description
8. New Course
9. Deactivate Course
22. Other

For changes to existing courses:

OLD TITLE Service Learning

NEW TITLE Community Engagement Experience

SUBJECT CODE/COURSE NO. CSCE 481 CREDITS 3

PROGRAM ACTIONS

10. Program Requirements
11a. Undergraduate Specialization (24 credits or fewer)
11b. Master’s Specialization (12 credits or fewer)
11c. Doctoral Specialization (18 credits or fewer)
12. Minor (add or delete)
13. Closed Site Program
14. Program Suspension
15. Program Reactivation
16a. Certificate Program (UG/G) exclusively within existing degree program
16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)
17. Off-Campus Delivery of Existing Programs
18a. Undergraduate Concentration (exceeds 24 credits)
18b. Master’s Concentration (exceeds 12 credits)
18c. Doctoral Concentration (exceeds 18 credits)
19. Program Title Change
20. Program Termination
21. New Degree Program
22. Other
DESCRIBE THE REQUESTED COURSE/PROGRAM ACTION (additional pages may be attached if necessary):

Request a course title and course description modification. The proposed changes are below:

CSCE 481 - Community Engagement Experience
Provides students with the opportunity to become involved in the work of a community organization. The goal of the course is to provide students with a community engagement experience for up to 120 hours. Writing assignments and reflection activities required.

May take up to six credits.

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

The rational for the course modifications are to to add clarity to the purpose and scope of the course. The course description will provide students who are preparing to enroll in the course with the goals and expectations of the course. The new course description is more in line with the proposed minor and the recently revised degree program in Community Studies and Civic Engagement Programs.
1. DATE PREPARED
9-30-13

2. PREPARED BY
Debra L. Stanley

3. DEPARTMENT/DIVISION
School of Criminal Justice

4. COURSE NUMBER(S) with SUBJECT CODE(S)
CSCE 481

5. COURSE TITLE
Community Engagement Experience

6. CREDIT HOURS
3

7. CATALOG DESCRIPTION
Provides students with the opportunity to become involved in the work of a community organization. The goal of the course is to provide students with a community engagement experience for up to 120 hours. Writing assignments and reflection activities required.

8. PREREQUISITES
CSCE 200, 300, and 306

9. COURSE PURPOSE (how the course is to be used in the curriculum; e.g., required for the major, elective, etc.)
This course will be used as a part of the core in the curriculum.

10. GENERAL EDUCATION AREA (if applicable; e.g., social sciences, humanities, mathematics, etc.)
NA

11. COURSE TYPE/COMPONENT (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, practicum, research, seminar, supervision, thesis research, tutorial or workshop; this must match PeopleSoft 9.0 coding, so check with your dean's office if you are unsure of the correct entry)
Internship and lecture combination.

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12. FACULTY QUALIFIED TO TEACH COURSE

Debra L. Stanley, Tiffany Parkman, Bridal Pearson, Ed Gibson, Heather L. Pfeifer

13. CONTENT OUTLINE

* field experience

* community engagement skills

14. LEARNING GOALS

* understand the application of CSCE degree program content

15. ASSESSMENT STRATEGIES

Written assignments

Reflection activities and assignments

16. SUGGESTED TEXT(S) and MATERIALS (e.g. textbooks, equipment, software, etc., that students must purchase)

n/a

17. SPECIAL GRADING OPTIONS (if applicable)

NA

18. SUGGESTED CLASS SIZE

25-30

19. LAB FEES (if applicable)

NA

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