Document N: Course and Program Development:
IMPACT AND APPROVAL SIGNATURES

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

SCHOOL:  
- LAW  
- MSB  
- CAS  
- CPA

CONTACT NAME: Cheryl Wilson  
PHONE: x5203

DEPARTMENT/DIVISION: School of Communications Design  
DATE PREPARED: 9/1/13

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

TYPE OF ACTION:  
- add (new)  
- deactivate  
- modify  
- other

LEVEL OF ACTION:  
- noncredit  
- undergraduate  
- graduate  
- other

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

- COURSE ACTIONS
  - Original Subject Code/Course Number:
  - Original Course Title:

- PROGRAM ACTIONS
  - Original Program Title:

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

<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 (0)  
- 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)
**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>Tony Stroth</td>
<td>4/14</td>
</tr>
<tr>
<td>b. OTS</td>
<td></td>
<td>4/14</td>
</tr>
<tr>
<td>c. University Relations</td>
<td>Giovanni DiPietro</td>
<td>4/14</td>
</tr>
<tr>
<td>d. Admissions</td>
<td>Rui Li</td>
<td>4/14</td>
</tr>
<tr>
<td>e. Records</td>
<td>Donna Fiszbein</td>
<td>4/21</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></td>
<td></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>Mitchell</td>
<td>3/17</td>
</tr>
<tr>
<td>D. Dean</td>
<td>Daniel BG</td>
<td>3/17</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>Curt Anderson</td>
<td>3/8</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>
</tr>
<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.
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: Cheryl Wilson  PHONE: x5203

DEPARTMENT/DIVISION: School of Communications Design  DATE PREPARED: 9/1/13

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

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

- ○ COURSE ACTIONS
- ○ PROGRAM ACTIONS

Original Subject Code/Course Number:

Original Program Title:

Original Course Title:

English

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

**COURSE ACTIONS**
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

**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)
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  18a. Master’s Concentration (exceeds 12 credits)
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  19. Program Title Change
  20. Program Termination
  21. New Degree Program
  22. Other

For changes to existing courses:

<table>
<thead>
<tr>
<th>OLD TITLE</th>
<th>SUBJECT CODE/COURSE NO.</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW TITLE</td>
<td>SUBJECT CODE/COURSE NO.</td>
<td>CREDITS</td>
</tr>
</tbody>
</table>
DEScribe the requested Course/program Action (additional pages may be attached if necessary):

Change to Creative Writing Specialization

Original:
WRIT401: Publication & Performance
3 Workshops
2 Genre Courses
2 300/400-level ENGL, CMAT, WRIT

New (18 credits):
WRIT401: Publication & Performance
3 Workshops (expanded list)
2 Genre Courses (expanded list)

set forth the rationale for this proposal:

The basic requirements of the specialization are remaining the same, and the expansion of the workshop and genre course lists both increases the range of courses for students to choose from and draws on division strengths (such as the addition of playwriting and Modern Drama).

Expanded list of Workshops:
WRIT315: Creative Writing Workshop: Memoir [was Art of Memoir, course revision submitted 9/13]
WRIT316: Creative Writing Workshop: Creative Journalism [was Creative Journalism, course revision submitted 9/13]
WRIT318: Creative Writing Workshop: Poetry
WRIT319: Creative Writing Workshop: Fiction
WRIT363: Creative Writing Workshop: Screenwriting
WRIT 367: Creative Writing Workshop: Special Topics [new course, submitted 9/13]
WRIT362: Creative Writing Workshop: Playwriting [new course, submitted 9/13]

Expanded list of Genre Courses:
ENGL315: Short Story
ENGL316: Modern Poetry
ENGL320: Contemporary Literature
ENGL322: Literature and Film (addition)
ENGL338: Modern Drama (addition)
ENGL317: The Novel (addition, was English Fiction, course revision submitted 9/13)
Impact Statement From the Office of University Relations Regarding Program Requirements Changes to the B.A. in English

Note that these changes include deactivation of a current specialization (Discourse & Technology), changes to a current specialization (Creative Writing) and introduction of three new specializations (Applied Rhetoric; Professional Writing, Editing & Publishing; and Literature & Culture).

General Impact:
Please be advised that any programmatic changes are likely to affect recruitment and other publications as well as Web content produced and/or managed by the Office of University Relations that contain this type of specific academic information.

Please inform Catherine Leidemer (cleidemer@ubalt.edu or 410.837.6164) of any proposed changes that receive final approval and of any planned implementation timelines.

The timing of the final approval for these changes will be a determining factor in our ability to incorporate the new information in a timely fashion in any relevant materials that are on our production schedule. As a general guideline, the Office of University Relations should be notified of any programmatic changes to a scheduled recruitment publication at least two months prior to printing.

Specific Feedback:
- These changes will require updates to the CAS website and to the undergraduate catalog in addition to any materials that academic advisers may use in advising students. Also, please consider whether or not these changes will impact any specific recruitment materials, and that information should be discussed with the Offices of Admission and with the Office of University Relations.