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: Fiona Glade PHONE: x5914

DEPARTMENT/DIVISION: Writing Program, College of Arts and Sciences DATE PREPARED: 3/10/13

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: WRIT 300
Original Course Title: Advanced Expository Writing

PROGRAM ACTIONS

Original Program Title: ""

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)
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

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)
### IMPACT REVIEW (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Impacted Entity</th>
<th>Signature</th>
<th>Date</th>
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<td>a. Library</td>
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### APPROVAL SEQUENCE (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>A. Department/Division (Chair)</td>
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<tr>
<td>B. General Education (for No. 7, 8)</td>
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<tr>
<td>C. Final Faculty Review Body Within Each School (Chair)</td>
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<td>5/12/14</td>
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<td>D. Dean</td>
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<td>5/7/14</td>
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<td>E. University Faculty Senate (Chair)</td>
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<td>F. University Council (Chair)¹</td>
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<tr>
<td>G. Provost and Senior Vice President for Academic Affairs</td>
<td></td>
<td>5/12/14</td>
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<tr>
<td>H. President</td>
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<tr>
<td>I. Board of Regents (notification only)</td>
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<tr>
<td>J. Board of Regents (approval)</td>
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<td>K. MHEC (notification only)</td>
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<td>L. MHEC (approval)</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>
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</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:** Fiona Glade  **PHONE:** x5914

**DEPARTMENT/DIVISION:** Writing Program, College of Arts and Sciences  **DATE PREPARED:** 3/10/13

**DEPARTMENT/DIVISION:** Writing Program, College of Arts and Sciences  **DATE PREPARED:** 3/10/13

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

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

- **COURSE ACTIONS**
- **PROGRAM ACTIONS**

<table>
<thead>
<tr>
<th>COURSE ACTIONS</th>
<th>PROGRAM ACTIONS</th>
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</thead>
<tbody>
<tr>
<td>Original Subject Code/Course Number: WRIT 300</td>
<td>Original Program Title:</td>
</tr>
<tr>
<td>Original Course Title: Advanced Expository Writing</td>
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| Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

For changes to existing courses:

<table>
<thead>
<tr>
<th>OLD TITLE</th>
<th>SUBJECT CODE/COURSE NO. WRIT 300</th>
<th>CREDITS 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW TITLE</td>
<td>SUBJECT CODE/COURSE NO. WRIT 300</td>
<td>CREDITS 3</td>
</tr>
</tbody>
</table>

For changes to existing courses:

- 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
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- 16a. Certificate Program (UG/G) exclusively within existing degree program
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- 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):

Two modifications to the existing course WRIT 300 are requested:

1. Change the course title from "Advanced Expository Writing" to "Composition and Research."

2. Change from individually-designated sections of the course for each undergraduate major to three types of sections, each serving all the majors within each undergraduate-serving college.

Here is a list of majors and the corresponding sections of WRIT 300:

- Applied Information Technology CAS
- Business Administration (all specializations) MSB
- Criminal Justice CPA
- Community Studies and Civic Engagement CPA
- Digital Communication CAS
- English CAS
- Environmental Sustainability and Human Ecology CAS
- Forensic Studies CPA
- Government and Public Policy CPA
- Health Systems Management CPA
- History CAS
- Human Services Administration CPA
- Information Systems and Technology Management MSB
- Integrated Arts CAS
- Interdisciplinary Studies CAS
- International Studies CAS
- Jurisprudence CAS
- Psychology CAS
- Real Estate and Economic Development MSB
- Simulation and Digital Entertainment CAS

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

1 (a). The proposed title change will reframe the purpose of WRIT 300 for UB stakeholders (students, faculty, program directors, employers, etc.), as the acquisition of critical thinking skills that include, but also exceed, the course's current informative purpose, which often results in a focus on technical/workplace writing.

1 (b). As a course in transportable "composition and research" skills, the title more accurately reflects the incremental nature of students' intellectual development and creates spaces for additional practice points in academic and professional writing as determined by each college, school, and major program. The removal of "advanced" from the current course title also reflects emerging institutional mandates that students take WRIT 300 at the late sophomore/early junior stage rather than as (often graduating) seniors.

2 (a). In its current form, sections of WRIT 300 are excessively and unnecessarily divided by major and subfield. These divisions produce significant impediments to students' abilities to progress through their degree programs in timely ways, because most WRIT 300 courses are only offered once per term (and in some cases only once per year). Current sections with sufficient disciplinary and cross-disciplinary overlap should be combined in order to provide more day/time options for students, which will help them make efficient and timely progress toward a degree and meet emerging program/institutional expectations that they take WRIT 300 as early as possible in their academic careers.

For example, in spring 2013, only one section was available in 12 of the 14 subfields with 7 of these belonging roughly to the College of Arts and Sciences (hereafter "CAS") disciplines. On the first day of class, these sections were on average just under the CAS cancel/carry threshold. Because they were the only option available to students (some of whom were graduating seniors), sections were allowed to carry with as few as 7 students (and as few as 4 students in CPA courses).

Taking the same total student population from spring 2013, had these sections been offered with a general WRIT 300 CAS designation, the Writing Program could propose 5 total sections (perhaps one online, two hybrid, and two traditional) spread across days and times, to increase class size to an average of 19 students by the final January 15 cancel/carry deadline.
1. DATE PREPARED
March 22, 2013

2. PREPARED BY
Fiona Glade

3. DEPARTMENT/DIVISION
Writing Program, CAS

4. COURSE NUMBER(S) with SUBJECT CODE(S)
WRIT 300 CAS; WRIT 300 CPA; WRIT 300 BUS

5. COURSE TITLE
Composition and Research

6. CREDIT HOURS
3

7. CATALOG DESCRIPTION
Builds on skills developed in WRIT 101, focusing on research, analysis, reflection and writing about the kinds of documents produced in academic and professional disciplines. Students produce a range of documents, such as informal reading responses, rhetorical analyses and an extended research project for inclusion in a course portfolio. Emphasizes a process approach to writing projects. prerequisite: successful completion of WRIT 101 or its equivalent, a qualifying score on the writing placement exam or successful completion of WRIT 200

8. PREREQUISITES
Successful completion of WRIT 101 or equivalent; qualifying score on placement exam or successful completion of WRIT 200.

9. COURSE PURPOSE (how the course is to be used in the curriculum; e.g., required for the major, elective, etc.)
General Education requirement

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

Lecture

12. **FACULTY QUALIFIED TO TEACH COURSE**

Faculty of the School of Communications Design; adjunct instructors; and experienced Writing Program Graduate Teaching Assistants

13. **CONTENT OUTLINE**

Intensive written analysis and research of disciplinary documents; revision based on peer and instructor feedback; oral presentations; collaborative writing; student self-assessment of progress; and course portfolio.

The course provides students working in disciplines across the university curriculum with thinking, reading, and writing skills required for success in their upper division content courses. Every section of the course will culminate in a portfolio comprising a range of revised, polished documents. Common assignments are likely to include:

1. Letter of Introduction
2. Rhetorical Analysis
3. Memoranda
4. Annotated Bibliography
5. Formal Research Proposal
6. Research reports
7. Oral/multimedia research presentation
8. Portfolio Letter of Transmittal

14. **LEARNING GOALS**

Students will read, write, and analyze a variety of texts produced for multiple purposes, audiences, and genres in their field.

Students will engage in recursive reading, writing, and research processes to participate in the meaning-making of their field.

Students will engage in and critically self-reflect about reading and writing as social processes.

Students will demonstrate an understanding of textual conventions appropriately to writing tasks in their field.

15. **ASSESSMENT STRATEGIES**

Student work will be assessable in line with General Education outcomes for Communications (Writing Requirement) courses. Projects 2, 3, 4, and 5 may be used to assess for all the General Education domain learning goals above; projects 1 and 7 emphasize student self-reflection on process (learning goal 3).

Outcomes assessment may be performed using WRIT 300 Course Portfolio. Assessment may be guided by traits enumerated in the national Writing Program Administrators outcomes guidelines; the AAC&U Written Communication Value Rubric; and/or developed by UB writing program administrators.

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

Examples of appropriate core texts include the required handbook:

*Title: A Writer's Reference, Sixth Edition*
17. **SPECIAL GRADING OPTIONS** (if applicable)

N/A

18. **SUGGESTED CLASS SIZE**

23 maximum

19. **LAB FEES** (if applicable)

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*Summer 2010*