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
CONTACT NAME: Tiffaney Parkman
PHONE: 6127
DEPARTMENT/DIVISION: Health and Human Services
DATE PREPARED: 5/9/14
PROPOSED SEMESTER OF IMPLEMENTATION: fall
YEAR: 2014
TYPE OF ACTION: add (new)
LEVEL OF ACTION: noncredit
ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

Course Actions

Original Subject Code/Course Number:
HSER 297
Original Course Title:
Issues in Human Services Administration

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
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

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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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 (Q) ☐ 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):

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APPROVAL SEQUENCE (review the list of necessary signatures):

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<td>G. Provost and Senior Vice President for Academic Affairs</td>
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<td>H. President</td>
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<td>L. MHEC (approval)</td>
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<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.

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:  O LAW  O MSB  O CAS  O CPA

CONTACT NAME:  Tiffany Parkman  PHONE:  6127

DEPARTMENT/DIVISION:  Health and Human Services  DATE PREPARED:  5/9/13

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

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

- COURSE ACTIONS
- PROGRAM ACTIONS

Original Subject Code/Course Number:  HSER 297

Original Course Title:  Issues in Human Services Administration

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
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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

For changes to existing courses:

OLD TITLE

NEW TITLE

SUBJECT CODE/COURSE NO.  CREDITS

SUBJECT CODE/COURSE NO.  CREDITS

Summer 2010
DESCRIBE THE REQUESTED COURSE/PROGRAM ACTION (additional pages may be attached if necessary):

Creation of a lower division special topics course in this major (HSER 297: Issues in Human Services Administration) to provide the ability to offer topics of current interest or to use services of adjunct faculty in specialized areas of interest.

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

The rational for this class is to provide students with a course that encourages learning outside of the classroom and engages students in the community to think about how to solve real world problems, in this case, homelessness in Central Baltimore via service learning activities and projects. The goals of this course are consistent with the College of Public Affairs as well as University wide learning goals. The Co-curricular design of the class also contributes to the student's educational experience by exposing them to a diversity of instructional modalities.
DOCUMENT P: COURSE DEFINITION
See Course and Program Development Policy and Procedures (http://www.ubalt.edu/template.cfm?page=257) for instructions.

1. DATE PREPARED
11/15/13

2. PREPARED BY
Tiffaney S. Parkman, PhD

3. DEPARTMENT/DIVISION
Health and Human Services Administration

4. COURSE NUMBER(S) with SUBJECT CODE(S)
HSER 297

5. COURSE TITLE
Issues in Human Services Administration

6. CREDIT HOURS
3

7. CATALOG DESCRIPTION
Exploration of topics in human services administration. Content varies depending upon the interests of faculty and students. Course may be repeated when topic changes.

8. PREREQUISITES
Depends on course topic and level of difficulty

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

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

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)
Seminar

Summer 2010
12. FACULTY QUALIFIED TO TEACH COURSE

Tiffaney S. Parkman, PhD/Bridal Pearson, PhD/Mariglynn Edlins, PhD

13. CONTENT OUTLINE

Varies, dependent of specific course content

14. LEARNING GOALS

Any course offered under this umbrella topics course number will focus on meeting the University Learning Goal #2 or University Learning Goal #5. Other learning goals are not excluded, however, these are most likely to cover the areas of this course

15. ASSESSMENT STRATEGIES

One or more of the following procedures are recommended as strategies for assessing learning outcomes in this area. This will be highly dependent on the nature of the course offering.

- Written or oral presentations about issues in human services administration.
- Development of specific before and after assessments to be administered at the beginning and end of the course to assess acquisition of relevant knowledge, skills and abilities in this area.

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

Depends on the nature of the course

17. SPECIAL GRADING OPTIONS (if applicable)

N/A

18. SUGGESTED CLASS SIZE

25

19. LAB FEES (if applicable)

N/A