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: Heather Wyatt-Nichol  
PHONE: 6173

DEPARTMENT/DIVISION: School of Public & International Affairs  
DATE PREPARED: 5/8/14

PROPOSED SEMESTER OF IMPLEMENTATION:  
- fall  
- spring

YEAR: 2015

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
- PROGRAM ACTIONS

Original Subject Code/Course Number: PUAD 623
Original Program Title:  

Original Course Title: Bureaucracy and the Political Process

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 (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>
</tr>
</thead>
<tbody>
<tr>
<td>a. Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. OTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. University Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Admissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Records</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Box: [ ] no impact [ ] impact statement attached

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>Lay W. T.</td>
<td>5/14/14</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>Neatzu Pfefer</td>
<td>6/14/14</td>
</tr>
<tr>
<td>D. Dean</td>
<td>Laura L. Wilson-Gentry</td>
<td>5/20/14</td>
</tr>
<tr>
<td>E. University Faculty Senate (Chair)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. University Council (Chair)(^1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Provost and Senior Vice President for Academic Affairs</td>
<td></td>
<td>6/19/14</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>
</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.

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CONTACT NAME: Heather Wyatt-Nichol
PHONE: 6173

DEPARTMENT/DIVISION: School of Public & International Affairs
DATE PREPARED: 5/8/14

PROPOSED SEMESTER OF IMPLEMENTATION: fall spring
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- COURSE ACTIONS
- PROGRAM ACTIONS

Original Subject Code/Course Number: PUAD 623
Original Program Title: 

Original Course Title: Bureaucracy and the Political Process

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
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- 7. Course Description
- 8. New Course
- 9. Deactivate Course
- 22. Other

PROGRAM ACTIONS
- 10. Program Requirements
- 11a. Undergraduate Specialization (24 credits or fewer)
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- 19. Program Title Change
- 20. Program Termination
- 21. New Degree Program
- 22. Other

For changes to existing courses:

OLD TITLE Bureaucracy and the Political Process

NEW TITLE Foundations: Bureaucracy and the Political Process

SUMMARY TABLE:

<table>
<thead>
<tr>
<th>SUBJECT CODE/COURSE NO.</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUAD 623</td>
<td>3</td>
</tr>
</tbody>
</table>

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

The course will be revised to serve as a foundations course that introduces students to the field and profession of public administration. Must be completed within the first 15 credit hours.

- Change course description to reflect focus on foundation elements.
- Change title to clarify its foundation status.

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

- Assess student performance at entry. Establish program expectations.
- Socialize students into the program and profession
- Programmatic alignment to final capstone (this is the cornerstone)

- Writing assessment will take place in this course (individual writing samples/possibly placed in student portfolio)
- Self assessment of KSAs relevant to PA (possibly a pre-test-post-test and/or personal statement placed in student portfolio)

See above.

Summer 2010
1. DATE PREPARED

5/8/14

2. PREPARED BY

Heather Wyatt-Nichol, MPA Director

3. DEPARTMENT/DIVISION

CPA/SPIA

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

PUAD 623

5. COURSE TITLE

Foundations: Bureaucracy and the Political Process

6. CREDIT HOURS

3

7. CATALOG DESCRIPTION

Introduces students to the field of public administration theory and practice and examines the intellectual foundations, democratic context, and practical implications of contemporary public administration. Addresses organizational, functional and administrative aspects of the federal bureaucracy, as well as the interrelationships among federal, state and local agencies, and public administration as a part of the political process.

8. PREREQUISITES

Students will be required to enroll in the course during their first 15 credit hours.

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

Core Course required for MPA

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

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)

Summer 2010
12. FACULTY QUALIFIED TO TEACH COURSE

All Core MPA Faculty

13. CONTENT OUTLINE

Examine the dynamics of bureaucratic politics and its implications for public sector policies and organizations

Explain how bureaucracy is accountable to multiple institutions and constituents

Relate bureaucracy to the policy process, including elected officials, interest and pressure groups and the court system

Prepare students to identify and strategically address the varieties of politics they encounter in and with public agencies as employees, analysts, and citizens.

14. LEARNING GOALS

MPA Learning Goals:
1. Formulate evidenced-based recommendations from an analysis of public policy issues.
2. Use appropriate judgment in practicing current public organizational management and public budgeting techniques.
3. Demonstrate a broad based knowledge in public administration theory, research and practice.
4. Examine human resource issues and prescribe appropriate policies as they relate to a variety of personnel issues.
5. Demonstrate technical written and oral presentation skills needed to communicate to professional audiences.

15. ASSESSMENT STRATEGIES

The MPA Program has an annual assessment plan in place. NASPAA Universal Competencies to be assessed for this course include:

- To participate and contribute to the policy process
- To analyze, think critically, solve problems, and make decisions
- To articulate and apply a public service perspective

In addition, as a foundations course, the following assessments will take place:

- Writing assessment will take place in this course (individual writing samples/ possibly placed in student portfolio)
- Self assessment of KSAs relevant to PA (possibly a pre-test-post-test and/or personal statement placed in student portfolio)

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

Possible Texts:

Summer 2010
Shafritz, J.M., Russel, & Borik Introducing Public Administration.

17. SPECIAL GRADING OPTIONS (if applicable)

18. SUGGESTED CLASS SIZE

20

19. LAB FEES (if applicable)