

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Jonathan Shorr	Phone: 6059
DEPARTMENT / DIVISION: School of Communications Design		
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable): #8 New Course: ARTS 297 <i>Topics in the Arts I</i>		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

Box 1: TYPE OF ACTION	ADD(NEW) <input checked="" type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input type="checkbox"/>	OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION	Non-Credit <input type="checkbox"/>	Undergraduate <input checked="" type="checkbox"/>	Graduate <input type="checkbox"/>	OTHER <input type="checkbox"/>

Box 3: ACTION ITEM (check appropriate boxes)		DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
	1. Experimental Course ¹	N, O, P	a, c, e	AC
	2. Course Title	N, O		ABCD
	3. Course Credits	N, O, (P)		ABCD
	4. Course Number	N, O		ABCD
	5. Course Level	N, O		ABCD
	6. Pre & Co-Requisite	N, O		ABCD
	7. Course Description	N, O, P		ABCDEF
X	8. New Course	N, O, P		ABCDEF
	9. Deactivate a Course	N, O		ABCDEF
	10. Program Requirements	N, O	(b, c, d, e)	ABCDEF
	11a. UG Specialization (24 credits or less)	N, O	a, b, c, d, e	ABCDEF
	11b. Masters Specialization (12 credits or less)	N, O	a, b, c, d, e	ABCDEF
	11c. Doctoral Specialization (18 credits or less)	N, O	a, b, e	ABCDEF
	12. Minor (add or delete)	N, O	a, b, c, d, e	ABCDEF
	13. Closed Site Program	N, O	e	ABCDHIK
	14. Program Suspension	N, O, S	a, e	ABCDEFGIK
	15. Program Reactivation	N, O		
	16a. Certificate Program (ug/g) exclusively within existing degree program	N, O	a, c, e	ABCDEFHIK
	16b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	N, O, Q, R, S	a, c, e	ABCDEFHJL
	17. Off-Campus Delivery of Existing Program	N, O, S	a, b, c, e	ABCDHIL
	18a. UG Concentration (exceeds 24 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
	18b. Masters Concentration (exceeds 12 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
	18c. Doctoral Concentration (exceeds 18 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
	19. Program Title Change	N, O, S	a, c, d, e	ABCDEFHJL
	20. Program Termination ²	N, O, S	d, e	ABCDEFHIK
	21. New Degree Program ³ ,	N, O, Q, R, S	a, c, d, e	ABCDEFHJL
	22. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)				
X	N. This Cover Sheet		Q. Full 5-page MHEC Proposal	T. Other
X	O. Summary Proposal		R. Financial Tables (MHEC)	
X	P. Course Definition Document		S. Other documents as may be required by MHEC/ USM. See http://www.ubalt.edu/downloads/program_approval_Grid-USM-10-07.doc	

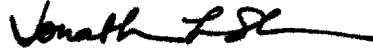


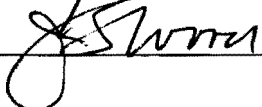
¹ Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.

² See USM Policy on the Review and Abolition of Academic Programs (<http://www.usmd.edu/regents/bylaws/SectionIII/III702.html>) for list of information that must be provided for this action.

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA X	Contact Name: Jonathan Short	Phone: 6059
DEPARTMENT / DIVISION: School of Communications Design		
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 and program name OR course name, code, & number as applicable): #8 New Course: ARTS 297 <i>Topics in the Arts I</i>		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall X Spring <input type="checkbox"/> Year: 2010		

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: 	10/9/09
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: 	10/27/09
D. College Dean	Dean: 	10/27/09
E. Provost and Senior Vice President for Academic Affairs	Provost: 	11/13/09
F. Curriculum Review Committee (UFS subcommittee)	Chair:	
G. University Faculty Senate (UFS option)	Chair:	
H. University Council ⁴	Chair:	
I. President	President:	
J. Board of Regents – notification only		
K. Board of Regents – approval		
L. MHEC – notification only		
M. MHEC – approval		
N. Middle States Association notification	Required only if the mission of the University is changed by the action	

⁴ University Council review (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues

UNIVERSITY OF BALTIMORE

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

SCHOOL:	LAW <input type="checkbox"/>	MSB <input type="checkbox"/>	YGCLA <input checked="" type="checkbox"/>	Contact Name:	Jonathan Shorr	Phone:	6059
DEPARTMENT / DIVISION:	School of Communications Design						
SHORT DESCRIPTION OF PROPOSAL (State Document N, Box 3, action item and program name OR course name, code, & number as applicable): #8 New Course: ARTS 297 <i>Topics in the Arts I</i>							
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010							

O-1: Briefly describe what is being requested:

We propose a new course: ARTS 297/*Topics in the Arts I* that will satisfy the general education arts requirement.

For new courses or changes in existing courses (needed by Registrar)

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title: Topics in the Arts I	Course # / HEGIS Code: ARTS 297	Credits: 3

O-2: Set forth the rationale for the proposal:

There are currently only two courses with the ARTS course code:

101/*Music and Arts as Craft* and
201/*World Music*.

In order to meet the needs of FSP students for fine arts general education courses and learning community courses, it's important to be able to offer various other arts-related courses from time to time. The proposed "Topics" course would allow us to offer courses as needed and also to try out new courses before we formally propose them.

NOTE: Special topics courses that satisfy the general education arts requirement will be offered as ARTS 297; courses that do *not* satisfy the general education arts requirement will be offered as ARTS 298.

University of Baltimore

DOCUMENT P: Required Format for Course Definition Document

See Course and Program Development Policy and Procedures for Instructions

Include items one through 17 or 18 in your course definition using as much space as needed.

1. Date Prepared: **September 18, 2009**
2. Prepared by: **Jon Shorr**
3. Department/Division: **School of Communications Design**
4. Course Number(s), including HEGIS code(s): **ARTS 297**
5. Course Title: **Topics in the Arts I**
6. Credit Hours: **3**

7. Catalog Description (Paragraph should reflect general aims and nature of the course)

Intensive exploration of topics in the arts of mutual interest to students and faculty. The topic studied appears under that name in the course registration schedule. This course fulfills the general education arts requirement. Lab fee may be required.

8. Prerequisites: **NONE**
9. Course Purpose (How the course is to be used in the curriculum, e.g, required for major):
Lower level elective for MSB and CLA students. This course satisfies the general education arts requirement.

10. General Education area, if applicable (i.e., social sciences, humanities, science, etc.): ~~Arts~~ **Arts**
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. *Check with your dean's office if you are unsure of the correct entry.* **Lecture**
12. Faculty qualified to teach the course: **Various full and adjunct faculty, including Smith, Pointer, Verville, Page, Patschke, Simon, Shorr, Fitz, and Matanle.**

13. Content Outline
VARIABLES, DEPENDING ON SPECIFIC COURSE CONTENT.

14. Learning Goals
Any course offered under this umbrella topics course number will meet the university's general education learning goals for the arts: By the end of the course, students will be able to:
 - **Define and apply terms and concepts used in the study of a given arts discipline;**
 - **Write analytically, using, when appropriate, research and documentation;**
 - **Demonstrate critical thinking in their written or oral discussion of course-related content;**
 - **Explain the distinctive ways in which ideas are communicated within a given discipline;**

- Discuss relevant aspects of the historical or cultural contexts from which ideas and ways of communicating emerge.

15. Assessment Strategies

VARIES, DEPENDING ON SPECIFIC COURSE CONTENT.

Generally, though, instructors will use the following recommended procedures for assessing general education arts learning outcomes, as enumerated in the university's general education arts & humanities guidelines:

- Students will be required to write one term paper or two shorter papers (totaling 2000-2500 words). The quality of these papers will be measured by means of a rubric that addresses the degree to which the papers meet arts learning outcome #3 (critical thinking) and at least three of the other four arts learning outcomes, as defined in the paper assignment(s). If two papers are assessed, they should show improvement over the course of the academic term.
- Students will write several short critical responses to assigned readings, creative works, and/or historical writings characteristic of the arts discipline(s) addressed in the course. These short essays (approximately 200 words) may be assigned as out-of-class writing (via either an online forum or submitted copy) or in-class exercises. This rubric-based assessment strategy evaluates the application of learning outcomes "define terms/concepts..." and "write analytically..." plus at least one of the other learning outcomes.
- Students will take mid-term and/or final examinations testing learning outcomes.
- A formal in-class presentation may be substituted for assessment strategy (a) or (b), provided that the assignment design allows the quality of each student's presentation to be measured for the same learning outcomes as strategies (a) or (b).
- Students may be required to write critiques of other students' short written assignments and/or in-class presentations. These critiques would measure outcomes 1 and 5 across a range of artifacts broader than those selected by students for their own, individual assignments. This strategy can potentially address outcomes 3 and 4, according to the specific arts discipline(s) being studied.

16. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc., that student must purchase

VARIES, DEPENDING ON SPECIFIC COURSE CONTENT.

17. Suggested class size: 30

18. Lab Fees (when applicable):

VARIES, DEPENDING ON SPECIFIC COURSE CONTENT.