

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW 0 MSB <input checked="" type="checkbox"/> YGCLA 0 FSP 0 Contact Name: Marilyn Oblak Phone: 410.837.5260
DEPARTMENT /DIVISION: All departments MSB
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):
20. Include Honors Seminars and Honors Projects for MSB in UG catalog (ACCT 493/494, ECON 493/494, ENTR 493/494, FIN 493/494, INSS 493/494, MGMT 493/494, MKTG 493/494, OPRE 493/494). Previously approved and exist in PeopleSoft.
PROPOSED SEMESTER OF IMPLEMENTATION: Fall 0 Spring <input checked="" type="checkbox"/> Year: 2008

Box1: TYPE OF ACTION ADD(NEW) 0 DEACTIVATE 0 MODIFY <input checked="" type="checkbox"/> OTHER 0
Box2: LEVEL OF ACTION Non-Credit 0 Undergraduate <input checked="" type="checkbox"/> Graduate 0 OTHER 0

Box3: 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 <sup>1</sup>	NOP	a,c,e	AC
2. Course Title	NO		ABCD
3. Course Credits	NO		ABCD
4. Course Number	NO		ABCD
5. Course Level	NO		ABCD
6. Pre & Co-Requisite	NO		ABCD
7. Course Description	NOP		ABCDEF
8. New Course	NOP		ABCDEF
9. Deactivate a Course	NO		ABCDEF
10. Program Requirements	NO	b,c,d,e	ABCDEF
11 a. UG Specialization (24 credits or less)	NO	a,b,c,d,e	ABCDEF
11 b. Masters Specialization (12 credits or less)	NO	a,b,c,d,e	ABCDEF
11 c. Doctoral Specialization (18 credits or less)	NO	a,b,e	ABCDEF
12. Closed Site Program	NOT	e	ABCDHIK
13. Program Suspension <sup>9</sup>	NO,5	a,e	ABCDEGIK
14a. Certificate Program (ug/g) exclusively within existing degree program	NO	a,c,e	ABCDEFHIK
14b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	NOQR,6	a,c,e	ABCDEFH,IL
15. Off-Campus Delivery of Existing Program	NO,4	a,b,c,e	ABCDHIL
16a. UG Concentration (exceeds 24 credit hours)	NO,5	a,c,d,e	ABCDEFHJL
16b. Masters Concentration (exceeds 12 credit hours)	NO,5	a,c,d,e	ABCDEFHJL
16c. Doctoral Concentration (exceeds 18 credit hours)	NO,5	a,c,d,e	ABCDEFH,IL
17. Program Title Change	NO,5	a,c,d,e	ABCDE-FGHJL
18. Program Termination	NO,10	d,e	ABCDEFHGIK
19. New Degree Program	NOQR,3,8	a,c,d,e	ABCDEFHJL
x 20. Other	Varies	Varies	Varies

Box4: 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)	
	P. Course Definition Document	S. Contract	

- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before a full proposal can be resubmitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.
- One-page letter to include: Program title & degree/certificate to be awarded; resources requirements; need and demand; similar programs; method of instruction; and oversight and student services (MHEC requirement)
- One-page letter with description and rationale (MHEC requirement)
- One or two-page document that describes: centrality to mission; market demand; curriculum design; adequacy of faculty resources; and assurance program will be supported with existing resources. (MHEC requirement)
- Learning objectives, assessment strategies; fit with UB strategic plan
- Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
- Temporary suspension of program to examine future direction; time not to exceed two years. Nonnew students admitted during suspension, but currently enrolled students must be given opportunity to satisfy degree requirements.

SCHOOL:	LAW 0	MSB <input checked="" type="checkbox"/>	YGCLA 0	FSP 0
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):				
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10. Provide:
- evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
  - proposed date after which no new students will be admitted into the program;
  - accommodation of currently enrolled students in the realization of their degree objectives;
  - treatment of all tenured and non-tenured faculty and other staff in the affected program;
  - reallocation of funds from the budget of the affected program; and
  - existence at other state public institutions of programs to which to redirect students who might have enrolled in the program proposed for abolition.
11. University Council *review* (for a 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.

Box 5: IMPACT REVIEW procedures for authorized signers)	SIGNATURES (see	DATE
a. Library 0 No impact    0 Impact statement attached	Director or designee:	
b. OTS 0 No impact    0 Impact statement attached	CIO or designee:	
c. University Relations 0 No impact    0 Impact statement attached	Director or designee:	
d. Admissions 0 No impact    0 Impact statement attached	Director or designee:	
e. Records 0 No impact    0 Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE APPROVAL SIGNATURES		DATE
A. Department / Division	Chair: <i>Marilyn Clark, UPC Chair</i>	<i>4/11/08</i>
B. Final faculty review body within each School	Chair: <i>Robert M. ...</i>	<i>4/14/08</i>
C. College Dean	Dean: <i>Jessam Zaccaro</i>	<i>5/15/08</i>
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Ardo M. ...</i>	<i>5/23/08</i>
E. Curriculum Review Committee (UES subcommittee)	Chair: <i>John ...</i>	<i>5/26/08</i>
F. University Faculty Senate (UFS option)	Chair:	
G. University Council (see # 11 above)	Chair:	
H. President	President:	
I. Board of Regents - notification only		
J. Board of Regents - approval		
K. MHEC - notification only		
L. MHEC - approval		
M. Middle States Association notification	Required only if the mission of the University is changed by the action	

UNIVERSITY OF BALTIMORE

DOCUMENT 0: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW D MSB <input checked="" type="checkbox"/> YGCLA D FSP D Contact Name: Marilyn Oblak Phone: 410.837.5260
DEPARTMENT / DIVISION: All Departments MSB
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):
20. Include Honors Seminars and Honors Projects for MSB in UG catalog (ACCT 493/494, ECON 493/494, ENTR 493/494, FIN 493/494, INSS 493/494, MGMT 493/494, MKTG 493/494, OPRE 493/494). Previously approved and exist in PeopleSoft.
PROPOSED SEMESTER OF IMPLEMENTATION: Fall D Spring <input checked="" type="checkbox"/> Year: 2008

<p>0-1: Briefly describe what is being requested:</p> <ul style="list-style-type: none"> <li>• The following Honors Seminar and Honors Project courses do not currently appear in UG catalog but should be added: <ul style="list-style-type: none"> <li>➤ ACCT 493, ECON 493, ENTR 493, FIN 493, INSS 493, MGMT 493, MKTG 493, OPRE 493</li> <li>➤ ACCT 494, ECON 494, ENTR 494, FIN 494, INSS 494, MGMT 494, MKTG 494, OPRE 494</li> </ul> </li> <li>• These courses were previously approved and are in the PeopleSoft inventory</li> <li>• Catalog descriptions below:</li> </ul> <p>ACCT 493 Honors Seminar (3) An advanced interdisciplinary seminar that focuses on important books and issues and encourages independent thinking, clear presentation and an understanding of the concerns and methods of various disciplines. The course may be team taught; topic and instructor(s) may change from semester to semester. The course may be repeated for credit when topic changes. <i>prerequisites: 3.5 GPA and permission of the Denit Honors Program director</i></p> <p>ACCT 494 Honors Project (3-6) Directed individual instruction in an advanced project of the student's choice; the project must be academically related to this discipline. Each student works closely with a faculty director, who guides his/her progress. The project must be of honors quality and must be finally approved by both the faculty director and a second faculty member. Course is eligible for a continuing studies grade. <i>prerequisites: honors standing, 3.5 GPA and permission of both the Denit Honors Program director and the faculty director</i></p>		
For new courses or changes in existing courses (needed by Registrar)		
OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title:	Course # / HEGIS Code:	Credits:

<p>0-2: Set forth the rationale for the proposal:</p> <ul style="list-style-type: none"> <li>• These courses were previously approved and are in the PeopleSoft inventory but did not appear in catalog copy</li> <li>• The following Honors Seminar and Honors Project courses but should be added to UG catalog: <ul style="list-style-type: none"> <li>➤ ACCT 493, ECON 493, ENTR 493, FIN 493, INSS 493, MGMT 493, MKTG 493, OPRE 493</li> <li>➤ ACCT 494, ECON 494, ENTR 494, FIN 494, INSS 494, MGMT 494, MKTG 494, OPRE 494</li> </ul> </li> </ul>		
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