

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: Charles L. Sykes	Phone: 5223
DEPARTMENT / DIVISION: School of Information Arts & Technologies		
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable): 12. Minor in Security and Network Administration MSB and CLA (all majors except Applied Information Technology)		
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		ACD
3. Course Credits	N, O, (P)		ACD
4. Course Number	N, O		ACD
5. Course Level	N, O		ACD
6. Pre & Co-Requisite	N, O		ACD
7. Course Description	N, O, P		ABCDEF
8. New Course	N, O, P		ABCDEF
9. Deactivate a Course	N, O		ACDEF
10. Program Requirements	N, O	(b, c, d, e)	ACDEF
11a. UG Specialization (24 credits or less)	N, O	a, b, c, d, e	ACDEF
11b. Masters Specialization (12 credits or less)	N, O	a, b, c, d, e	ACDEF
11c. Doctoral Specialization (18 credits or less)	N, O	a, b, e	ACDEF
<input checked="" type="checkbox"/> 12. Minor (add or delete)	N, O	a, b, c, d, e	ACDEF
13. Closed Site Program	N, O	e	ACDEIL
14. Program Suspension	N, O, S	a, e	ACDEFGIJL
15. Program Reactivation	N, O		
16a. Certificate Program (ug/g) exclusively within existing degree program	N, O	a, c, e	ACDEFJIM
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	ACDEFIKM
17. Off-Campus Delivery of Existing Program	N, O, S	a, b, c, e	ACDEJM
18a. UG Concentration (exceeds 24 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
18b. Masters Concentration (exceeds 12 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
18c. Doctoral Concentration (exceeds 18 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
19. Program Title Change	N, O, S	a, c, d, e	ACDEFGIKM
20. Program Termination ²	N, O, S	d, e	ACDEFGIKM
21. New Degree Program ³ ,	N, O, Q, R, S	a, c, d, e	ACDEFGIKM
22. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)			
<input type="checkbox"/> N. This Cover Sheet	<input type="checkbox"/> Q. Full 5-page MHEC Proposal	<input type="checkbox"/> T. Other	
<input type="checkbox"/> O. Summary Proposal	<input type="checkbox"/> R. Financial Tables (MHEC)		
<input type="checkbox"/> P. Course Definition Document	<input type="checkbox"/> S. Other documents as may be required by MHEC/ USM. See http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx		

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.
³ Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.

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DEPARTMENT / DIVISION: School of Information Arts & Technologies		
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 and program name OR course name, code, & number as applicable):		
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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 checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: 	11/12/09
b. OTS ^{Potential} <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	CIO or designee: 	11/17/09
c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: 	11/12/09
d. Admissions <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: 	11/16/09
e. Records <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee: 	11/16/09

PeopleSoft setup will be required

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair:	11/12/09
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair:	12/11/09
D. College Dean	Dean:	12/14/09
E. Provost and Senior Vice President for Academic Affairs	Provost:	12/15/09
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 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.

Impact Statement From the Office of University Relations

These changes could potentially affect the undergraduate and graduate catalogs—which the Office of University Relations currently manages and produces—as well as other recruitment publications that contain this type of specific academic material. The timing of the final approval for these changes will be a determining factor in our ability to incorporate the new information in a timely fashion in any related materials that are on our production schedule.

Impact Statement from the Office of Technology Services

JAW
11/17/2009

These changes will require adjustment to the functional setup of PeopleSoft, which are handled by representatives from various business units and the schools. OTS advises that functional consideration of changes to any online application, portal information, reporting and extracts to the data warehouse should be considered by the constituent population, particularly if there is any existing PeopleSoft or reporting customization(s) that may need to be adjusted. Institutional Research may need to analyze data capture and reporting for internal and external reporting and trending.

OTS technical staff is available to participate in a consultative fashion as these changes continue to be evaluated and can assist in drafting specifications if necessary. No action will be taken unless requested by the functional representatives involved in reviewing the impact of these changes. Actions to make any changes should be triggered by the submission of a Call Center ticket with accompanying details.

Timely implementation for these changes may hinge on the development of functional requirements, technical specifications, developer coding, developer testing, user testing and scheduling production migration. These actions are dependent upon the workload and current priority of shared technical campus resources. Proactive and early planning will assist in meeting deadlines.

UNIVERSITY OF BALTIMORE

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

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PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

O-1: Briefly describe what is being requested:

MINOR in SECURITY AND NETWORK ADMINISTRATION

TARGET: Students in Business and Liberal Arts interested in developing the needed skills and competencies related to supporting the information technology needs of enterprises, both small and large, for-profit and nonprofit. The developed skills would include securing and administering information networks, and maintaining computer equipment. The minor is **not** open to students majoring in Applied Information Technology (AIT).

CONTACT PERSON: Charles L. Sykes, School of Information Arts & Technologies

ADMISSION REQUIREMENTS: Students who have completed 24 credit hours with a 2.0 cumulative GPA may file an application for the minor in Security and Network Administration.

GRADUATION REQUIREMENTS: To graduate with a minor in Security and Network Administration a student must earn a "C" in all courses applied to the minor. At most only six (6) credits may be used dually by any student. *Students completing the minor will be prepared, with additional review, to pursue A+ and Network+ industry certifications. Actual certification would require successful completion of the certification examinations.

DEGREE REQUIREMENTS (15 credits)**Required Courses: (15 credits)**

COSC 305 Networking: Theory and Application (3)	(No prerequisites)
COSC 307 Administering and Supporting a Network Operating System (3)	(Prerequisite COSC 305)
COSC 401 The TCP/IP Protocol Suite (3)	(Prerequisite COSC 307)
COSC 432 Information Assurance (3)	(Prerequisite COSC 305)
COSC 433 Network Security (3)	(Prerequisite COSC 307)

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

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title:	Course # / HEGIS Code:	Credits:

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

TARGET:

Students in Business and Liberal Arts interested in developing the needed skills and competencies related to supporting the information technology needs of enterprises, both small and large, for-profit and nonprofit. The developed skills would include securing and administering information networks, and maintaining computer equipment.

This minor is also intended to support students who are interested in professional certification or certificate programs with learning competencies in networking, security, and system administration.

The minor is *not* open to students majoring in Applied Information Technology (AIT).

RATIONALE:

Information technology (IT) is the application of computing and communication technologies in industry, government, business, and entertainment. Information technology is now a vital part of any organization; therefore there exists a significant need for an educational grounding of the proper use of IT by students before they enter their careers. The applications software in IT are widely available and important in the workplace. Organizations rely on the people who use this software competently and professionally.

As the interconnection of global information networks expand, an interdisciplinary minor in computing, communication networks, computer system administration, and security technologies would provide students with both the theoretical and practical concepts. The minor will provide students with networking, computer system administration, and security scenarios & case studies where students and instructors will have opportunities to discuss the issues that underlie the content. Students are encouraged to use IT application software, to research, analyze and write responses to questions that are intended to reinforce learning and deepen content understanding.