

**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET**

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/> <b>Contact Name:</b> Kristen Eysell/John Bates <b>Phone:</b> X 5277/6560
<b>DEPARTMENT / DIVISION:</b> Applied Behavioral Sciences
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable):
<b>12: Add new minor in psychology</b>
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2010

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

<b>Box 3: ACTION ITEM</b> (check appropriate boxes)		<b>DOCUMENTS REQUIRED</b> (see box 4 below)	<b>IMPACT REVIEWS</b> (see box 5 on back)	<b>APPROVAL SEQUENCE</b> (see box 6 on back)
	1. Experimental Course <sup>1</sup>	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	ACDEFGJL
	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 <sup>2</sup>	N, O, S	d, e	ACDEFGIKM
	21. New Degree Program <sup>3</sup>	N, O, Q, R, S	a, c, d, e	ACDEFGIKM
	22. Other	Varies	Varies	Varies

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

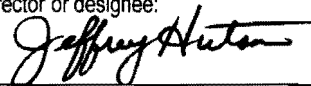
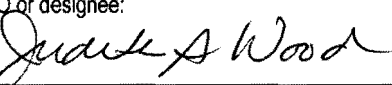

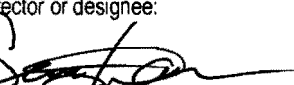
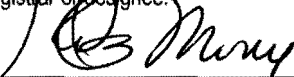
<sup>1</sup> Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.

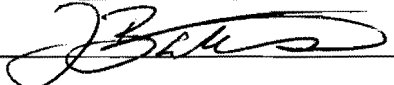
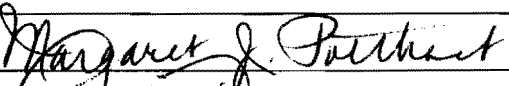
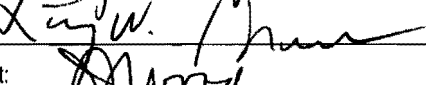
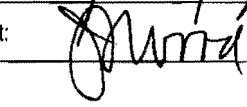
<sup>2</sup> See USM Policy on the Review and Abolition of Academic Programs (<http://www.usmd.edu/regents/bylaws/SectionIII/III702.html>) for list of information that must be provided for this action.

<sup>3</sup> 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.

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

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<b>DEPARTMENT / DIVISION:</b> Applied Behavioral Sciences
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 and program name OR course name, code, & number as applicable):
<b>12: Add new minor in psychology</b>
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2010

<b>Box 5: IMPACT REVIEW</b>	<b>SIGNATURES</b> (see procedures for authorized signers)	<b>DATE</b>
a. Library <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: 	12-10-09
b. OTS <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	CIO or designee: 	12-10-09
c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: 	12-10-09
d. Admissions <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: 	12-10-09
e. Records <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee: 	12/14/09

<b>Box 6: APPROVAL SEQUENCE</b>	<b>APPROVAL SIGNATURES</b>	<b>DATE</b>
A. Department / Division	Chair: 	11-19-09
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: 	12-14-09
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 <sup>4</sup>	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	

<sup>4</sup> 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 Technology Services**

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.

## 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.

**DOCUMENT O: SUMMARY PROPOSAL**

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<b>DEPARTMENT / DIVISION:</b> Applied Behavioral Sciences		
<b>SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name &amp; number or program affected):</b>		
Minor in Psychology		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

**O-1: Briefly describe what is being requested:**  
 Minor in Psychology  
 Target: Students in Business and Liberal Arts who are interested in integrating a psychology focus into their major area of study. Psychology majors are ineligible.  
 Contact person: Kristen Eyssell  
 Academic Unit of the submitter: Psychology, Division of Applied Behavioral Sciences  
 Admission Requirements: A grade of C or better in Psych 100 (Introduction to Psychology).  
 Graduation Requirements:  
 PSYC 200 (Introduction to Professional Practices)  
 PSYC 308 (Research Methods) or a quantitative methods course in another discipline) and nine Psychology credit electives.

At least nine credits earned toward this minor must be in upper division (300-400 level) courses. If a student's non-psychology quantitative methods course is not upper division, then nine elective credits must be upper division. If a student's non-psychology quantitative methods course is upper division, then six elective credits must be upper division.

Students must earn a grade of C or better in all minor courses. Only six transfer credits may be used toward the Minor. Students must have completed 24 credit hours with a 2.0 GPA in order to be able to declare the minor. No more than 6 credits may satisfy both requirements for the degree (including major and general education requirements) and requirements for the minor.

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

<b>OLD Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>
<b>NEW Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>

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

Psychology is the scientific study of behavior and mental processes. As such, the content of the discipline informs many other academic areas. The minor will provide students with breadth and focus in the field, on a foundation of research methodology and scientific writing.

**Intended Audience**

The minor in Psychology is intended for students who are currently enrolled in other Business or Liberal Arts programs. For example, the B.S. in Business Administration program enrolls students who are interested in working within organizations to administer and supervise the effective implementations of tasks and duties within the business. It will be beneficial for these students to gain an understanding of theories and concepts in the field of Psychology. This knowledge can influence the formation of multi-faceted and effectual resolutions to interpersonal and organizational issues within the business.

Within the Liberal Arts division, there are several programs to which the Psychology minor would prove to be a constructive enhancement of the students' learning experiences. These majors include Community Studies and Civic Engagement, Corporate Communications, Criminal Justice, English, Health Systems Management, History, Human Services Administration and Interdisciplinary Studies. These programs prepare students for work in community or corporate settings in which students will use skills such as program planning, community activism, journalism, public relations, case management, law enforcement, teaching and administration.

An exposure to the science and theories of Psychology will augment these students' abilities to assess and evaluate the needs and concerns of the community or organization with which they are working. It will enhance their ability to create effective solutions, utilizing a blend of scientific skepticism of, and open-minded tolerance for, human behavior.

**Learning Outcomes**

The minor in Psychology will enable students to:

1. Define key terms and concepts in the field of Psychology.
2. Discuss elemental theories, models and concepts related to Psychology.
3. Explain how the study of Psychology relates to their respective fields of work.
4. Utilize empirical evidence when examining and assessing human behavior.
5. Evaluate the scientific validity and worth of research and studies on human behavior and explain whether the results of these studies can be generalized.
6. Follow APA guidelines as to the fair and ethical treatment of subjects in any study or research report.
7. Demonstrate sensitivity for diversity and cross-cultural issues in a workplace environment.
8. List ways in which they are more aware of their personal values, attitudes and goals for the future and how this awareness can improve their performance in their careers.