

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: 410-837-6059
DEPARTMENT / DIVISION: School of Communications Design		
SHORT DESCRIPTION OF PROPOSAL #8 New Course: ARTS 289/Independent Study: Production		
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	ABCDEFHJL
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	



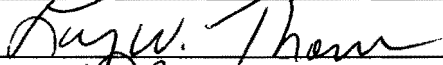
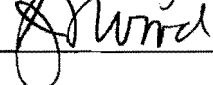
¹ Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.

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 <input checked="" type="checkbox"/>	Contact Name: Jonathan Shorr	Phone: x6059
DEPARTMENT / DIVISION: School of Communications Design		
SHORT DESCRIPTION OF PROPOSAL ARTS 289/Independent Study: Production		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> 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: 	12/9/09
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: 	12/10/09
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

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 X	Contact Name:	Jonathan Shorr	Phone: 410-837-6059
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 289 Independent Study: Production					
PROPOSED SEMESTER OF IMPLEMENTATION:	Fall X	Spring <input type="checkbox"/>	Year: 2010			

O-1: Briefly describe what is being requested:

Create new course: ARTS 289/*Independent Study: Production*

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

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title: Independent Study: Production	Course # / HEGIS Code: ARTS 289	Credits: 3

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

Virtually every other discipline offers students the opportunity for an independent study under specific circumstances: wanting to study a specific subject not taught in other courses; wanting to do more advanced work in a subject than other courses cover; needing to meet a requirement via independent study rather than via a traditional course due to compelling personal circumstances. The proposed course allows that same opportunity in the area of the arts. It's a lower- rather than an upper-level course because that is where other ARTS courses that students can take are currently located. We are creating two versions of the course (288 and 289) so that we can charge students a lab fee (289) if they're doing a production-based independent project that requires School of Communications Design lab resources. (Our labs are self-supporting; all courses that require lab use have lab fees.)

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 289**
5. Course Title: **Independent Study: Production**
6. Credit Hours: **3**

7. Catalog Description (Paragraph should reflect general aims and nature of the course)
Consideration and completion of a special design, video, or other production-oriented project in the arts. Each student works closely with a faculty member who helps to set goals, develop a course plan, and guide progress. Projects vary with individual student interests. Permission of division chair required. Lab fee.

8. Prerequisites: **Permission of division chair**
9. Course Purpose (How the course is to be used in the curriculum): **Elective**
10. General Education area, if applicable (i.e., social sciences, humanities, science, 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. Check with your dean's office if you are unsure of the correct entry: independent study**
12. Faculty qualified to teach the course: **Page, Smith, Pointer, Verville, Fountain, Simon, Fitz, Matanle, Shorr, et al.**

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

14. Learning Goals
VARIABLES, DEPENDING ON SPECIFIC COURSE CONTENT.

15. Assessment Strategies
VARIABLES, DEPENDING ON SPECIFIC COURSE CONTENT.

16. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc., that student must purchase) **VARIABLES, DEPENDING ON SPECIFIC COURSE CONTENT.**

17. Suggested class size: **N/A**

18. Lab Fees (when applicable):
Standard School of Communications Design undergraduate production course lab fee (currently \$50).