

**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> Virginia Carruthers	<b>Phone:</b> 6027
<b>DEPARTMENT / DIVISION:</b> English & Communications Design		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):		
<b>#10--120-credit English Major</b>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2009		

<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)
<input type="checkbox"/>	1. Experimental Course <sup>1</sup>	NOP	a, c, e	AC
<input type="checkbox"/>	2. Course Title	NO		ABCD
<input type="checkbox"/>	3. Course Credits	NO		ABCD
<input type="checkbox"/>	4. Course Number	NO		ABCD
<input type="checkbox"/>	5. Course Level	NO		ABCD
<input type="checkbox"/>	6. Pre & Co-Requisite	NO		ABCD
<input type="checkbox"/>	7. Course Description	NOP		ABCD
<input type="checkbox"/>	8. New Course	NOP		ABCDEF
<input type="checkbox"/>	9. Deactivate a Course	NO		ABCDEF
<input checked="" type="checkbox"/>	10. Program Requirements	NO	b, c, d, e	ABCDEF
<input type="checkbox"/>	11a. UG Specialization (24 credits or less)	NO	a, b, c, d, e	ABCDEF
<input type="checkbox"/>	11b. Masters Specialization (12 credits or less)	NO	a, b, c, d, e	ABCDEF
<input type="checkbox"/>	11c. Doctoral Specialization (18 credits or less)	NO	a, b, e	ABCDEF
<input type="checkbox"/>	12. Closed Site Program	NOT	e	ABCDHIK
<input type="checkbox"/>	13. Program Suspension <sup>9</sup>	NO,5	a, e	ABCDEGIK
<input type="checkbox"/>	14a. Certificate Program (ug/g) exclusively within existing degree program	NO	a, c, e	ABCDEFHIK
<input type="checkbox"/>	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	ABCDEFHJL
<input type="checkbox"/>	15. Off-Campus Delivery of Existing Program	NO, 4	a, b, c, e	ABCDEFHIL
<input type="checkbox"/>	16a. UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	18. Program Termination	NO, 10	d, e	ABCDEFHIK
<input type="checkbox"/>	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	20. 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 checked="" type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	R. Financial Tables (MHEC)
<input type="checkbox"/>	P. Course Definition Document	<input type="checkbox"/>	S. Contract
<input type="checkbox"/>		<input type="checkbox"/>	T. Other

- 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 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.
- 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. No new students admitted during suspension, but currently enrolled students must be given opportunity to satisfy degree requirements.

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

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> <b>YGCLA X</b>
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):
<b>#10--120-credit English Major</b>

10. Provide:
- a. evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
  - b. proposed date after which no new students will be admitted into the program;
  - c. accommodation of currently enrolled students in the realization of their degree objectives;
  - d. treatment of all tenured and non-tenured faculty and other staff in the affected program;
  - e. reallocation of funds from the budget of the affected program; and
  - f. 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.

<b>Box 5: IMPACT REVIEW</b>	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: <i>Stephen Peter Forbush</i>	<i>11/30/07</i>
b. <input checked="" type="checkbox"/> OTS <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee: <i>Judith A. Wood</i>	<i>11/30/07</i>
c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: <i>ESR</i>	<i>11.29.07</i>
d. Admissions <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: <i>Jessica Tola</i>	<i>11.29.07</i>
e. <input checked="" type="checkbox"/> Records <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee: <i>DMond</i>	<i>11/29/07</i>

<b>Box 6: APPROVAL SEQUENCE</b>	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: <i>Small LSC</i>	<i>11/16/07</i>
B. Final faculty review body within each School	Chair: <i>Margaret J. Pothard</i>	<i>12/13/07</i>
C. College Dean	Dean: <i>Liz W. Thayer</i>	<i>12/13/07</i>
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>John A. Kendall</i>	<i>12/17/07</i>
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Debra L. Yarn</i>	<i>1/8/08</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		

## 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.

*Admissions also supports this Impact Stat.*  
*Joseph Z. Miller, AUPEM*

**DOCUMENT O: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures for Instructions

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<b>DEPARTMENT / DIVISION:</b> English & Communications Design		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state action item 1-23 and course name & number or program affected): #10—120-credit English major		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2009		

O-1: Briefly describe what is being requested:

We request approval for English program requirements for a 120-credit hour program. The proposal includes no additional requirements, but recommends lower level courses for second year students who plan to major in English.

<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:

The English baccalaureate program is one of the majors being phased in for FSP students beginning in Fall, 2009.

120-CREDIT ENGLISH MAJOR

**I. LOWER DIVISION UNIVERSITY REQUIREMENTS – 60 credits**

**A. General Education – 34 credits**

English Composition (3)  
Mathematics (3)  
Oral Communication (3)  
Literature (3)  
History or Philosophy (3)  
Fine Arts (3)  
Computer Literacy (3)  
Social and Behavioral Science 1 (3)  
Social and Behavioral Science 2 (3)  
Biological and Physical Science  
Laboratory Course (4)  
Non-Laboratory Course (3)

**B. First Year Seminar—2 credits**

IDIS 101 First Year Seminar: Applied Learning and Study Skills (2)

**C. Lower Division Electives from any discipline – 21 credits**

Recommended electives:

1. *For all students intending to major in English*  
ENGL 200 The Experience of Literature (3)  
or another 200-level literature course
2. *For students intending to specialize in Professional Writing*  
WRIT 211 Popular Writing (3)  
CMAT 211 Computer Graphics I: Publishing (3)  
CMAT 212 Computer Graphics II: Imaging (3)
3. *For students intending to specialize in Technical Writing*  
CMAT 211 Computer Graphics I: Publishing (3)  
CMAT 212 Computer Graphics II: Imaging (3)
4. *For students intending to specialize in Creative Writing*  
WRIT 215 Introduction to Creative Writing (3)
5. *For students intending to specialize in Discourse and Technology*  
CMAT 211 Computer Graphics I: Publishing (3)  
CMAT 212 Computer Graphics II: Imaging (3)

## II UPPER DIVISION UNIVERSITY REQUIREMENTS – 60 credits

### A. **General Education** - 9 credits

IDIS 300 Ideas in Writing (3)

IDIS 302 Ethical Issues in Business and Society (3)

One of the following:

IDIS 301 World Cultures (3)

IDIS 304 Arts and Ideas (3)

### B. **English Major Requirements** – 36 credits total

#### 1. English Core Requirements—9 crs

(to be taken by all English majors)

##### a. Shakespeare (choose one)—3 crs

ENGL 364 Shakespeare: Kings, Knaves, and Fools

ENGL 365 Shakespeare: Love, Myth, and Metamorphosis

##### b. Period and context (choose one)—3 crs

ENGL 311 Wells of the Past

ENGL 342 Melville, Poe, and Whitman

ENGL 361 The Hero and the Quest

ENGL 362 Dante, Chaucer, and Cervantes

ENGL 366 Milton, Blake, and Yeats

ENGL 374 Austen, the Brontes, and Woolf

ENGL 400 Literature in Society

ENGL 421 The Elizabethan Renaissance

ENGL 431 The Metaphysical Moment

ENGL 441 The Romantic Imagination

ENGL 442 The Victorian Paradox

ENGL 450 The Great Moderns

##### c. ENGL 498 Seminar in English: The Modern Tradition—3 crs

#### 2. Specialization Requirements—27 crs

##### a. Literature—27 crs.

ENGL 397 Reading Strategies

Choose two additional period and context courses from the list above

Choose three additional 300- or 400-level ENGL courses

Choose three additional 300- or 400-level divisional electives in CMAT, ENGL, and WRIT

##### b. Writing—27 crs

WRIT 380 Syntax, Semantics, and Style

WRIT 382 The Writer As Reader

Areas of Emphasis (choose one):

*Professional Writing* – 12 crs

CMAT 350 Computer Graphics (required of students who have not taken CMAT 211 Computer Graphics I and 212 Computer Graphics II in their sophomore year)

WRIT 330 Writing, Editing, and Publishing

WRIT 407 Internship in Professional Writing

WRIT 430 Copyediting and Document Design

*Creative Writing* – 12 crs

ENGL 320 Contemporary Literature

WRIT 401 Publication and Performance

Choose two of the following:

WRIT 315 Creative Writing Workshop: The Memoir

WRIT 318 Creative Writing Workshop: Poetry

WRIT 319 Creative Writing Workshop: Fiction & Nonfiction

WRIT 363 Creative Writing Workshop: Screenwriting

*Technical Writing*—12 crs

WRIT 313 Writing for Information Systems

WRIT 430 Copyediting and Document Design

CMAT 350 Computer Graphics (required of students who have not taken CMAT 211 Computer Graphics I and 212 Computer Graphics II in their sophomore year)

CMAT 455 Hypermedia

*Writing electives* (all writing majors)— 6 crs

Choose two additional 300- or 400-level writing courses.

*Divisional electives* (all writing majors) – 3 credits

Choose one additional 300- or 400-level divisional elective in CMAT, ENGL, or WRIT.

c. Discourse and Technology – 27 credits total

ENGL 392 The Archaeology of Language

ENGL 395 Narrative Discourse

CMAT 352 Media Literacy

Directed Project (*choose one*)

WRIT 489 Independent Study or

WRIT 407 Internship in Professional Writing

Applications Areas – 15 credits

With the advice and consent of your advisor, choose five courses from one or more of these application areas:

*Media Production*

CMAT 367 Multi-Image Production

CMAT 369 Digital Video

CMAT 456 Multimedia Design and Production

CMAT 469 Advanced Audio/Visual Production

*Graphic Design*

CMAT 350 Computer Graphics

CMAT 357 Print Design

CMAT 358 Electronic Design

WRIT 374 The Magazine

WRIT 375 Graphic Design and Production

*Writing*

WRIT 313 Writing for Information Systems

WRIT 316 Creative Journalism

WRIT 317 Techniques of Popularization

WRIT 320 Writing for Managers and Executives

WRIT 330 Writing, Editing, and Publishing

WRIT 331 Public Relations Writing

WRIT 361 Writing for the Media

WRIT 380 Syntax, Semantics, and Style

WRIT 430 Copyediting and Document Design

WRIT 475 Media Criticism

C. **General Electives**

Students need a minimum of 120 credits to graduate.