

UNIVERSITY OF BALTIMORE

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

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| SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA X Contact Name: Peggy Potthast Phone: x5342 |
| DEPARTMENT / DIVISION: Office of the Dean; College of Liberal Arts |
| SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected): |
| #8 – new course – BIOL 111 Human Biology |
| PROPOSED SEMESTER OF IMPLEMENTATION: Fall X Spring <input type="checkbox"/> Year: 2007 |

| |
|--|
| Box 1: TYPE OF ACTION ADD(NEW) x DEACTIVATE <input type="checkbox"/> MODIFY <input type="checkbox"/> OTHER <input type="checkbox"/> |
| Box 2: LEVEL OF ACTION Non-Credit <input type="checkbox"/> Undergraduate x 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 | 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 | | ABCD |
| X | 8. New Course | NOP | | ABCDEF |
| | 9. Deactivate a Course | NO | | ABCDEF |
| | 10. Program Requirements | NO | b, c, d, e | ABCDEF |
| | 11a. UG Specialization (24 credits or less) | NO | a, b, c, d, e | ABCDEF |
| | 11b. Masters Specialization (12 credits or less) | NO | a, b, c, d, e | ABCDEF |
| | 11c. Doctoral Specialization (18 credits or less) | NO | a, b, e | ABCDEF |
| | 12. Closed Site Program | NOT | e | ABCDHIK |
| | 13. Program Suspension ⁹ | 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 | ABCDEFHJL |
| | 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 | ABCDEFHJL |
| | 17. Program Title Change | NO, 5 | a, c, d, e | ABCDEFHJL |
| | 18. Program Termination | NO, 10 | d, e | ABCDEFHIK |
| | 19. New Degree Program | NOQR, 3,8 | a, c, d, e | ABCDEFHJL |
| | 20. Other | Varies | Varies | Varies |

| Box 4: DOCUMENTATION (check boxes of documents included) | | | |
|---|-------------------------------|--|------------------------------|
| X | N. This Cover Sheet | | Q. Full 5-page MHEC Proposal |
| X | O. Summary Proposal | | R. Financial Tables (MHEC) |
| X | P. Course Definition Document | | S. Contract |
| | | | 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)

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| #8 – new course – BIOL 111 Human Biology |

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 | 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: <i>Margaret J. Potthast</i> | <i>12-1-06</i> |
| B. Final faculty review body within each School | Chair: <i>Thomas E. Carney</i> | <i>12-19-06</i> |
| C. College Dean | Dean: <i>Lynne W. D...</i> | <i>1/4/07</i> |
| D. Provost and Senior Vice President for Academic Affairs | Provost: <i>Proda A. Kardull</i> | <i>1/18/07</i> |
| E. Curriculum Review Committee (UFS subcommittee) | Chair: <i>Mukelle Gillis</i> | <i>1/23/07</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 | |

DOCUMENT O: SUMMARY PROPOSAL

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: Peggy Potthast | Phone: x5342 |
| DEPARTMENT / DIVISION: Office of the Dean, College of Liberal Arts | | |
| SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected): | | |
| #8 – new course – BIOL 111 Human Biology | | |
| PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007 | | |

O-1: Briefly describe what is being requested:

We are requesting to add a new course, BIOL 111 Human Biology, to the curriculum to help meet general education needs in science. This course will be a co-requisite with BIOL 112 Human Biology Laboratory to create a laboratory course in biology.

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

| | | |
|------------------------------------|---|----------------------|
| OLD Title: | Course # / HEGIS Code: | Credits: |
| NEW Title: Human Biology | Course # / HEGIS Code: BIOL 111 | Credits: 3 |

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

We want to build science courses the meet general education needs of students as required by MHEC.

Document P: Course Definition
Human Biology

1. Prepared October 21, 2006.
2. Prepared by Ronald Castanzo and Peggy Potthast
3. Department: College of Liberal Arts
4. Course Number: BIOL 111
5. Course Title: Human Biology
6. Credit hours: 3.0
7. Catalog Description:

THIS COURSE, WITH ITS CO-REQUISITE BIOL 112, SATISFIES THE LABORATORY SCIENCE GENERAL EDUCATION REQUIREMENT.

Presents human origins and evolutionary history from our primate and early hominid ancestors up to fully modern humans. Provides an overview of the structure and essential processes of the human body, including digestion, blood circulation, and the brain and senses. Human reproduction, genetics, early development, and aging are discussed. Includes discussions of the causes and nature of infectious, hereditary, and other types of diseases.

8. Prerequisites: None; Co-requisite BIOL 112
9. Faculty qualified to teach course: Master's Degree in biology or some other field of natural science (e.g. chemistry, physics, geology, etc.)
10. Course Type/Component: lecture
11. Suggested approximate size: 30 students
12. Content Outline:

| <i>Week</i> | <i>Topics</i> |
|-------------|--|
| 1 | Introduction to human biology; chemistry of life |
| 2 | Cell structure and metabolism |
| 3 | Nutrition and digestion |
| 4 | Blood and the circulatory system |
| 5 | Respiratory system; urinary system |
| 6 | Nervous system and the senses |
| 7 | Skeleton and muscles |
| 8 | Endocrine system |
| 9 | Immune system |
| 10 | Infectious disease; mitosis and meiosis |
| 11 | Genetics; DNA structure |

- 12 Human reproduction, development, and aging
- 13 Our primate and early hominid ancestors;
- 14 Evolution of *Homo sapiens*
- 15 Human impact on the environment

13. Learning Goals:

- I. to understand the basic terminology, fundamental concepts, and significant persons in the fields paleoanthropology, genetics, cell biology, and human anatomy and physiology;
- II. to be able to extract and summarize information from a peer review journal article dealing with evolutionary biology, genetics, cell biology, and human anatomy and physiology;
- III. to understand how science is conducted (including the construction and testing of hypotheses) and what distinguishes scientific fields from other types of disciplines;
- IV. to understand the connection between fundamental principles and concepts of human biology and their own bodies and health.

14. Assessment Strategies:

- I. frequent quizzes and/or short assignments (e.g. observational studies, completion of take-home questions, etc.);
- II. at least two exams, including a final exam;
- III. writing assignments (stressing scientific format and writing) that require students to utilize, on a limited basis, the peer review literature (articles chosen by the instructor are suggested);
- IV. field trip reports, oral presentations, and other kinds of assessment tools are possible, but not essential, for the instruction of the course.

15. Suggested text:

Chiras, D.D. 2005 *Human Biology*. Jones & Bartlett Publishers.

Other appropriate texts:

Goodenough, J. A., McGuire, B. A, and Wallace, R. A. 2005 *Biology of Humans: Concepts, Applications, and Issues*. Prentice Hall.

Mader, S. S. 2008 *Inquiry into Life*. McGraw-Hill.