UNIVERSITY OF BALTIMORE

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW ❑	MSB ❑	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 112 Human Biology Laboratory				
PROPOSED SEMESTER OF IMPLEMENTATION: Fall x	Spring ❑	Year: 2007		

Box 1: TYPE OF ACTION	ADD(NEW) X	DEACTIVATE ❑	MODIFY ❑	OTHER ❑
Box 2: LEVEL OF ACTION	Non-Credit ❑	Undergraduate X	Graduate ❑	OTHER ❑

	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	ABCDEFGHJL
	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFGHJL
	18. Program Termination	NO, 10	d, e	ABCDEFGHIK
	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFGHJL
	20. 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. Contract		

1. Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
2. Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
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.
4. 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)
5. One-page letter with description and rational (MHEC requirement)
6. 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)
7. Learning objectives, assessment strategies; fit with UB strategic plan
8. Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
9. 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 112 Human Biology Laboratory

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.

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library ☐ No impact ☐ Impact statement attached	Director or designee:	
b. OTS ☐ No impact ☐ Impact statement attached	CIO or designee:	
c. University Relations ☐ No impact ☐ Impact statement attached	Director or designee:	
d. Admissions ☐ No impact ☐ Impact statement attached	Director or designee:	
e. Records ☐ No impact ☐ Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: Margaret J. Potthast	12-1-06
B. Final faculty review body within each School	Chair: Thomas E. Czerny	12-19-06
C. College Dean	Dean: Guy W. Nunn	1/3/07
D. Provost and Senior Vice President for Academic Affairs	Provost: Judith McRandall	1/18/07
E. Curriculum Review Committee (UFS subcommittee)	Chair: Mychele Gilligan	1/23/07
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	

UNIVERSITY OF BALTIMORE

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW ☐ MSB ☐ YGCLA X	**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 112 Human Biology Laboratory		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall X Spring ☐ Year: 2007		

O-1: Briefly describe what is being requested:

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

For new courses or changes in existing courses (needed by Registrar)		
OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title: Human Biology Laboratory	Course # / HEGIS Code: BIOL 112	Credits: 1

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

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

Document P: Course Definition
Human Biology Laboratory

1. Prepared October 22, 2006.

2. Prepared by Ronald Castanzo and Peggy Potthast

3. Department: College of Liberal Arts

4. Course Number: BIOL 112

5. Course Title: Human Biology Laboratory

6. Credit hours: 1.0 = 25 CLASS HOURS = FIFTEEN 100 MINUTE CLASSES

7. Catalog Description:

THIS COURSE, WITH ITS CO-REQUISITE BIOL 111, SATISFIES THE LABORATORY SCIENCE GENERAL EDUCATION REQUIREMENT.

Focuses on the design, practice, and reporting of science. Introduces students to human evolutionary history. Includes laboratory exercises and experiments dealing with human digestion, blood circulation, respiration, and other aspects of human anatomy and physiology. Exposes students to basic light microscopy, cell biology, and genetics.

8. Prerequisites: None; Co-requisite BIOL 111

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: laboratory

11. Suggested approximate size: 15-18 students

12. Content Outline:

Week	*Topics*
1	Scientific method; systems and tools of measurement
2	Cell biology; microscopy
3	Diffusion and osmosis
4	Anatomy of the digestive system
5	Physiology of digestion
6	Anatomy of the cardiovascular system
7	Blood, heart, and blood vessels
8	Respiratory system
9	Skeleton
10	Muscles
11	Brain and the senses

12	Urinary and reproductive systems
13	Genetics and heredity
14	Human evolution
15	Ecology

13. Learning Goals:
    I. to understand how biologists collect scientific data in laboratory settings;
    II. to learn how to use the basic tools and techniques geneticists, physiologists, paleoanthropologists, etc., use in research;
    III. to be able to analyze scientific data using basic descriptive and inferential statistical techniques;
    IV. to understand how science is conducted (including the construction and testing of hypotheses);
    V. to be able to write a brief scientific report on laboratory exercises and experiments (including a discussion of materials and methods and results);
    VI. 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. written laboratory reports (stressing scientific format and style) of exercises and/or experiments performed during laboratory sessions;
    III. 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:
    Welsh, C. 2006 *Human Biology Lab Manual*. Jones and Bartlett Publishers.

    Other appropriate text:
    Mader, S. S. 2006 *Lab Manual to Accompany Inquiry to Life*. McGraw-Hill.