

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

Instruction: See Course and Program Development Policy and Procedures

SHORT TITLE OF PROPOSAL: Changes to Curriculum in Applied Information Technology (AIT) COURSE #

Box 1: TYPE OF ACTION	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input checked="" 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: ITEM OF ACTION (check appropriate boxes)		APPROVAL SEQUENCE (see box 4 below)	DOCUMENTS REQUIRED (see box 5 on back)	INFO COPIES (see 2 on back)
<input type="checkbox"/>	1 Experimental Course <sup>1</sup>	AC	NOP	
<input type="checkbox"/>	2 Course Title	ABCD	NO	
<input type="checkbox"/>	3 Course Credits	ABCD	NO	
<input type="checkbox"/>	4 Course Number	ABCD	NO	
<input type="checkbox"/>	5 Course Level	ABCD	NO	
<input type="checkbox"/>	6 Deactivate a Course	ABCDEF	NO	a, b
<input type="checkbox"/>	7 Pre & Co-Requisite	ABCD	NO	a, b
<input type="checkbox"/>	8 Course Content	ABCD	NOP	a, b
<input type="checkbox"/>	9 New Course	ABCDEF	NO PQ	a, b
<input type="checkbox"/>	10a Certificate Program (ug/g) exclusively within existing degree program	ABCDEFHJL	NOQ	a, b, d
<input type="checkbox"/>	10b Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	ABCDEFHIK	NOSR, 6	a, b, d
<input type="checkbox"/>	11a UG Concentration (exceeds 24 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	11b Masters Concentration (exceeds 12 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	11c Doctoral Concentration (exceeds 18 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input checked="" type="checkbox"/>	12 Program Requirements	ABCDEF	NO	a, b, d
<input type="checkbox"/>	13 Program Title	ABCDEFGHIK	NO, 5	a, b, c, d
<input type="checkbox"/>	14 Off-Campus Deliver of Existing Program	ABCDEFHJK	NO, 4	a, b, c, d
<input type="checkbox"/>	15 Closed Site Program	ABC DJL	NOT	a, b
<input type="checkbox"/>	16 Program Suspension <sup>9</sup>	ABCDEGJL	NOQ	a, b, c, d
<input type="checkbox"/>	17 Program Termination	ABCDEFHJL	NO, 10	a, b, c, d
<input type="checkbox"/>	18 Degree Program	ABCDEFGHIK	NOQRS, 3,8	a, b, c, d
<input type="checkbox"/>	19 New Center	ABCDEF GH		
<input type="checkbox"/>	20 Other	Varies	Varies	Varies

Box 4: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A Department	Chair: <i>Nancy Jager</i>	11-23-05
B Final faculty review body within each school	Chair: <i>Margaret J. Pollhast</i>	12-14-05
C College Dean	Dean: <i>Stephen W. Dean</i>	12/19/05
D Provost and Senior Vice President for Academic Affairs	Provost: <i>[Signature]</i>	1/6/06
E Curriculum Review Committee (UFS subcommittee)	Chair: <i>[Signature]</i>	1/11/06
F University Faculty Senate	Chair:	
G University Council <sup>11</sup>	Chair:	
H President	President::	
I Board of Regents – approval		
J Board of Regents – notification only		
K MHEC – approval		
L MHEC – notification only		
M Middle States Association notification	Required only if the mission of the University is changed by the action	

Box 5: DOCUMENTATION (check boxes of documents included)			
<input checked="" type="checkbox"/>	N. This Cover Sheet	<input type="checkbox"/>	Q. Full Description/Rationale
<input checked="" type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	R. Full 5-page MHEC Proposal
<input type="checkbox"/>	P. Syllabus	<input type="checkbox"/>	S. Financial Tables
<input type="checkbox"/>		<input type="checkbox"/>	T. Contract
<input type="checkbox"/>		<input type="checkbox"/>	U. Other

1. Approval automatically lapses after two offerings unless permanently approved by Action 9
2. Codes: a) Director of Library Services (Langsdale or Law) b) College Dean c) Planning Office d) EMSA
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 \*
5. One-page letter with description and rational \*
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. \*
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
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.
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.

\* Required by MHEC

## DOCUMENT O – SUMMARY PROPOSAL

College: Liberal Arts	Department: Information Arts and Technologies	Cost Code:
Contact Person: Stuart Moulthrop	Phone: 5301	Effective Semester: Fall, 2006

O-1: Briefly describe what is requested: Change requirements for the Bachelor of Science in Applied Information Technology as follows:

DELETE FROM LOWER-DIVISION REQUIREMENTS: MATH 121 (Finite Mathematics).

DELETE FROM CORE REQUIREMENTS: COSC 301 (Microcomputer Troubleshooting and Maintenance), COSC 309 (Computer Programming I), and COSC 415 (Web Site Essentials).

ADD TO CORE REQUIREMENTS: COSC 430 (Network Security), COSC 432 (Information Assurance), and COSC 490 (Practicum in Information Technology).

(New course proposals for COSC 430 and 432 are submitted separately, as is a revised course description for COSC 490.)

For new courses or changes in existing courses (needed by Registrar):		
New Title:	Title #:	Credits:
Course Abbreviation:		
Old Title:	Title #:	Credits:

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

a. benefits to be derived from making the revisions

1. A stronger and more up-to-date curriculum
2. Potential for greater enrollments
3. Continued funding and resources from sub-grantee relationship with Towson University NSF grant

b. reasons for making the revisions

The curriculum in Applied Information Technology (AIT) has not been revised since its inception more than five years ago, which is a very long time in the IT field. Professor Clewell, who originated the program, foresaw the need to revise the curriculum and negotiated a subcontractor arrangement with Towson University's NSF grant in information security. Terms of this agreement, which has brought equipment and funding to U.B., require us to add two courses in information security to our core requirements.

At the same time, area community colleges have updated their offerings in IT, making redundant some of the courses in the AIT core. Microcomputer Troubleshooting and Maintenance (COSC 301), Programming I (COSC 309, an introduction to Visual Basic), and Web Site Essentials (COSC 415) have clear equivalents at the Community College of Baltimore County, Anne Arundel Community College, and Howard Community College, to name only three. We therefore propose to remove these courses from our core requirements.

Deleting three courses from the core allows us to add the two courses required in the Towson agreement. However, it seems desirable to maintain the present scope of the AIT core at 10 courses. To fill the third slot, the faculty in AIT propose to follow recommendations of the Association for Computing Machinery and other standard-setting organizations to include a Practicum course. Such a course exists in the Catalog, but it is currently described as an internship, where students arrange independent work assignments in businesses. Our faculty is too small to support the high administrative burden of such a program for more than 100 students; therefore we have redesigned the Practicum as a course in which students work on a much smaller number of real-world projects under faculty supervision.

Additionally, the faculty have concluded that we no longer need to require the lower-division course MATH 121 (Finite Mathematics), because courses in General College Mathematics or College Algebra provide sufficient preparation for the advanced math course we require (MATH 321, Mathematical Structures for Computer Technologies).

The net result of all these changes will be a stronger AIT curriculum that should be more attractive to potential students, bringing new enrollments to the University.

c. how the revisions are related to divisional and programmatic goals, priorities and resources

The School of Information Arts and Technologies plans significant increases in the AIT program, potentially doubling its current enrollment of slightly more than 100 students. This curriculum revision is essential to our plans.

With the hiring of Professor Mohammed Ketel upon Professor Clewell's retirement, the addition of Dr. Kathleen Harmeier and Prof. Charles Sykes as contract faculty members, and the reassignment of Prof. Moulthrop as AIT program director, the School has allocated sufficient resources for the changes we propose.

d. any significant effects that these changes may have on other divisional degree or certificate programs or on the college as a whole; if there are none this needs to be stated

The bachelor's degree in Simulation and Digital Entertainment currently requires COSC 309. A proposal is being submitted to revise that requirement. Otherwise, there are no implications for other programs.

e. any significant effects that these changes may have on other UB schools, the community colleges, or other institutions, including articulation agreements (if applicable)

1. No aspect of the changes affects other divisions or schools at UB.

2. AIT has one articulation agreement, with the Community College of Baltimore County. Notably, changes and additions to CCBC's curriculum constitute one of our reasons for asking for these changes. The program director will work with colleagues in CCBC's School of Applied and Information Technology to revise the present articulation agreement as necessary.

O-3 Resources Needed:

No additional resources are required to support this proposal.

	Personnel	Equipment	Expendables	Facility Costs	TOTAL COSTS
Start-up First Year	\$	\$	\$	\$	\$
Annual Thereafter	\$	\$	\$	\$	\$

Indicate probable source of additional funds, if needed:

O-4 Impact including OTS and Library resources (Complete a or b)

a) Impact was reviewed. All impacted units were contacted and understandings worked out. No unit objects to the proposal as currently submitted. The units contacted were:

Lansdale, OTS

  
Department Chair Signature

11-23-05  
Date

b) Impact was reviewed. All objections were worked out except those documented in attachments. Units contacted were:

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date