

**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> Kathleen J. Block, Ph.D.	<b>Phone:</b> 6083
<b>DEPARTMENT / DIVISION:</b> Criminology, Criminal Justice and Social Policy		
<b>SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code &amp; number / program affected):</b>		
#20 Information Literacy Requirement, B.S. in Criminal Justice		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2008		

<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 (check appropriate boxes)</b>		<b>DOCUMENTS REQUIRED (see box 4 below)</b>	<b>IMPACT REVIEWS (see box 5 on back)</b>	<b>APPROVAL SEQUENCE (see box 6 on back)</b>
<input type="checkbox"/>	1. Experimental Course <sup>1</sup>	NOPa, c, eAC		
<input type="checkbox"/>	2. Course Title	NO	c, e	ABCD
<input type="checkbox"/>	3. Course Credits	NO	c, e	ABCD
<input type="checkbox"/>	4. Course Number	NO	c, e	ABCD
<input type="checkbox"/>	5. Course Level	NO	c, e	ABCD
<input type="checkbox"/>	6. Pre & Co-Requisite	NO	c, e	ABCD
<input type="checkbox"/>	7. Course Description	NOP	b, c, e	ABCD
<input type="checkbox"/>	8. New Course	NOP	a, b, c, e	ABCDEF
<input type="checkbox"/>	9. Deactivate a Course	NOQ	e	ABCDEF
<input 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>	NOQ	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)	NOSR, 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	ABCDEFGHJL
<input type="checkbox"/>	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
<input type="checkbox"/>	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
<input type="checkbox"/>	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFGHJL
<input type="checkbox"/>	18. Program Termination	NO, 10	d, e	ABCDEFGHIK
<input type="checkbox"/>	19. New Degree Program	NORS, 3,8	a, c, d, e	ABCDEFGHJL
<input checked="" type="checkbox"/>	20. Other	Varies	a, c, d, e	Varies

**Box 4: DOCUMENTATION (check boxes of documents included)**

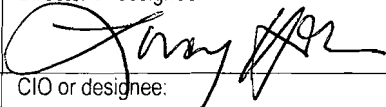
<input checked="" type="checkbox"/>	N. This Cover Sheet	<input type="checkbox"/>	Q. Full Description/RationaleT. Contract	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	R. Full 5-page MHEC Proposal	<input type="checkbox"/>	U. Other
<input type="checkbox"/>	P. Master Course Document	<input type="checkbox"/>	S. Financial Tables (MHEC)	<input type="checkbox"/>	


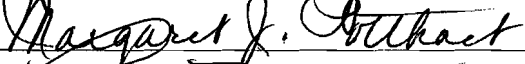
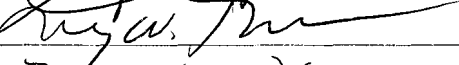
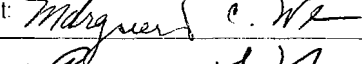

- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before 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.
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**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)**

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):
New Course: CRJU 200 Criminal Justice Undergraduate - Criminal Justice

11. 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 checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: 	9/30/08
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: 	9/29/08
B. Final faculty review body within each School	Chair: 	10/27/08
C. College Dean	Dean: 	10/27/08
D. Provost and Senior Vice President for Academic Affairs	Provost: 	10/29/08
E. Curriculum Review Committee (UFS subcommittee)	Chair: 	11/5/08
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**

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<b>DEPARTMENT / DIVISION:</b> Criminology, Criminal Justice and Social Policy		
<b>SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name &amp; number or program affected):</b>		
#20 Information Literacy Requirement, B.S. in Criminal Justice		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2008		

**O-1: Briefly describe what is being requested:**

The addition of the Information Literacy Requirement to the B.S. in Criminal Justice Program.

Statement for catalog:

Students in the B.S. in Criminal Justice Program will meet the University of Baltimore Information Literacy requirement in one of the following ways:

Successful completion of **DIS 110** Introduction to Information Literacy

OR

Successful completion of **CRJU 304** CJ Professional Studies, a core requirement in the B.S. in Criminal Justice Program.

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

<b>OLD Title</b>		<b>Credits:</b>
<b>NEW Title:</b>	<b>Course #</b>	<b>Credits:</b>

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

CRJU 304 CJ Professional Studies satisfies all of the Information Literacy learning goals in a writing intensive course. Through papers, exercises, workshops and an in-library tutorial, students learn to access and use criminal justice database technology, and to write in a manner consistent with standards in the field. Assignments include locating sources that are on-point, negotiating criminal justice databases, constructing a reference list, editing, using sources with proper attribution, and evaluating obtained information and written products.