

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

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: Julie Simon | Phone: x6061 |
| DEPARTMENT / DIVISION: Communication Design | | |
| SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected): #20 CMAT 368 Photojournalism | | |
| PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007 | | |

| | | | | |
|-------------------------------|-------------------------------------|---|--|--------------------------------|
| 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: 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 |
| | 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 | ABCDEFHIL |
| | 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 | ABCDEFHJK |
| | 19. New Degree Program | NOQR, 3,8 | a, c, d, e | ABCDEFHJL |
| x | 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) | |
| | P. Course Definition Document | S. Contract | |

- 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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| SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input type="checkbox"/> |
| SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected): |
| |

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 procedures for authorized signers) | SIGNATURES (see | 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: | 9/27/06 |
| B. Final faculty review body within each School | Chair: Thomas E. Carney | 10/24/06 |
| C. College Dean | Dean: | 10/24/06 |
| D. Provost and Senior Vice President for Academic Affairs | Provost: | 11/29/06 |
| E. Curriculum Review Committee (UFS subcommittee) | Chair: | |
| 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 | | |

UNIVERSITY OF BALTIMORE

DOCUMENT O: SUMMARY PROPOSAL

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| SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/> Contact Name: Julie Simon Phone: x6061 |
| DEPARTMENT / DIVISION: Communication Design |
| SHORT DESCRIPTION OF PROPOSAL (state action item 1-20 and course name & number or program affected): CMAT 368 Photojournalism |
| PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007 |

O-1: Briefly describe what is being requested:

Add lab fee to course.

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

| | | |
|-------------------|-------------------------------|-----------------|
| OLD Title: | Course # / HEGIS Code: | Credits: |
| NEW Title: | Course # / HEGIS Code: | Credits: |

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

When the course was designed 14 years ago, students shot their projects on slide film which was process at external labs. With changes in technology, they now shoot digital images and process and print them using our graphics lab computers. A lab fee is now justified for the course.