

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: Ellen K. Wayne	Phone: 410 837-5303
DEPARTMENT / DIVISION: Legal, Ethical and Historical Studies		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):		
New Course: Mediation Skills, CNCM 519 (elective)		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2008		

Box 1: TYPE OF ACTION	ADD(NEW) <input checked="" type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input type="checkbox"/>	OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION	Non-Credit <input type="checkbox"/>	Undergraduate <input type="checkbox"/>	Graduate <input checked="" 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		ABCDEF
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	T. Other
X	O. Summary Proposal	R. Financial Tables (MHEC)	
X	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)

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
New Course: Advanced Mediation Skills, CNCM 519 (elective)

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>Thomas E. Carney</i>	<i>24 Oct. 2007</i>
B. Final faculty review body within each School	Chair: <i>Margaret J. Potthast</i>	<i>12-13-07</i>
C. College Dean	Dean: <i>Kay W. Thayer</i>	<i>12/13/07</i>
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Judith M. Kendall</i>	<i>12/17/07</i>
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Betsy D. Jan</i>	<i>1/8/08</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: Ellen K. Wayne	Phone: 410 837-5303
DEPARTMENT / DIVISION: Legal, Ethical and Historical Studies		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
Creation of <i>Mediation Skills</i> , CNCM 519 (elective)		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2008		

O-1: Briefly describe what is being requested:

Approval of *Mediation Skills* (CNCM 519) as an elective course to be offered in the Negotiations and Conflict Management MS program.

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

OLD Title:	Course # / HEGIS Code:	Credits:
		3
NEW Title: Mediation Skills	Course # / HEGIS Code: CNCM 519	Credits: 3

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

Advanced Mediation Skills will allow Negotiations and Conflict Management graduate students to develop a deeper level of skill in mediation, the most frequently-used form of third-party conflict management. Negotiations and Conflict Management students have consistently urged the provision of classes that will allow them to acquire more practice skills in the field and program faculty agree with the value of providing further offerings in this area. In addition, a version of the proposed elective has been offered previously as a Special Topics course and was both well-enrolled and well-received.

UNIVERSITY OF BALTIMORE

DOCUMENT P: MASTER COURSE DOCUMENT

1. Date Prepared: November 19, 2007
2. Prepared by: Ellen Kabcenell Wayne
3. Department: Legal, Ethical and Historical Studies
4. Course Numbers: CNCM 519
5. Course Title: Advanced Mediation Skills
6. Credit Hours: 3
7. Prerequisites: It is strongly recommended that students take this course after the completion of CNCM 515, which will teach conflict management skills at a more basic level.
8. Course Purpose: Provide advanced conflict management practice skills
9. Rationale: Advanced Mediation Skills will allow Negotiations and Conflict Management graduate students to develop a deeper level of skill in mediation, the most frequently-used third party form of conflict management. Negotiations and Conflict Management students have consistently urged the provision of classes that will allow them to acquire more practice skills in the field and program faculty agree with the value of providing further offerings in this area. In addition, a version of the proposed elective has been offered previously as a Special Topics course and was both well-enrolled and well-received.
10. Catalog Description: Advanced Mediation Skills provides students with the opportunity to develop the advanced skills necessary to function as a mediator in the context of a particular model of mediation.
11. Suggested class size: Maximum of 20
12. Content Outline:
 - Overview of mediation process, principles, and mediator's role
 - When is mediation appropriate?
 - Preparation for mediation and opening statements
 - Groundrules
 - Voluntariness
 - Confidentiality
 - Controlling the process so that the parties can communicate
 - Active listening, paraphrasing, reframing
 - Communicating effectively with the parties
 - Stages of mediation session

Problem-solving: interests, positions, encouraging creativity,
exploring options, reality testing
Impasse
Handling agreements
Role of culture and gender in mediation
Ethics in mediation

13. Learning Goals:

Understand the principles of mediation, including voluntariness, confidentiality, and impartiality
Demonstrate the ability to control the mediation process by following the appropriate process stages
Illustrate the use of communication skills appropriate for mediators during mediation simulations
Demonstrate appropriate skills to assist parties in problem-solving during mediation simulations

14. Assessment Strategies:

This proposed new course is not currently incorporated into the CNCM Program's Assessment Plan. The learning goals for this course, however, are consistent with the program's assessment goal 6, that students will "illustrate the use of appropriate practice skills." Course assignments and accompanying evaluative rubrics will be devised to assess both the course learning goals and link to the program's overarching assessment outcomes.

15. Text(s) and Materials:

Manual(s) related to the model of mediation being taught; handouts concerning skill development, role plays, and exercises

16. Lab Fees:

N/A