

**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> Stuart Moulthrop	<b>Phone:</b> 5301
<b>DEPARTMENT / DIVISION:</b> School of Information Arts and Technologies		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable): 6. Pre- and Co-Requisite for COSC 410		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2011		

<b>Box 1: TYPE OF ACTION</b> ADD(NEW) <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> MODIFY <input checked="" 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"/>

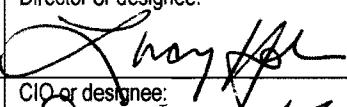
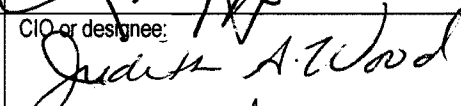
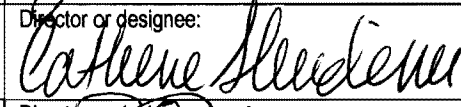
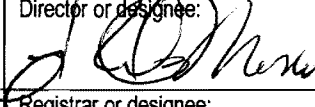
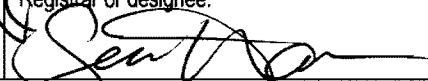
Box 3: ACTION ITEM (check appropriate boxes)	DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
1. Experimental Course <sup>1</sup>	N, O, P	a, c, e	AC
2. Course Title	N, O		ABCD
3. Course Credits	N, O, (P)		ABCD
4. Course Number	N, O		ABCD
5. Course Level	N, O		ABCD
<input checked="" type="checkbox"/> 6. Pre & Co-Requisite	N, O		ABCD
7. Course Description	N, O, P		ABCDEF
8. New Course	N, O, P		ABCDEF
9. Deactivate a Course	N, O		ABCDEF
10. Program Requirements	N, O	(b, c, d, e)	ABCDEF
11a. UG Specialization (24 credits or less)	N, O	a, b, c, d, e	ABCDEF
11b. Masters Specialization (12 credits or less)	N, O	a, b, c, d, e	ABCDEF
11c. Doctoral Specialization (18 credits or less)	N, O	a, b, e	ABCDEF
12. Minor (add or delete)	N, O	a, b, c, d, e	ABCDEF
13. Closed Site Program	N, O	e	ABCDHIK
14. Program Suspension	N, O, S	a, e	ABCDEFGIK
15. Program Reactivation	N, O		
16a. Certificate Program (ug/g) exclusively within existing degree program	N, O	a, c, e	ABCDEFHIK
16b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	N, O, Q, R, S	a, c, e	ABCDEFHJL
17. Off-Campus Delivery of Existing Program	N, O, S	a, b, c, e	ABCDHIL
18a. UG Concentration (exceeds 24 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
18b. Masters Concentration (exceeds 12 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
18c. Doctoral Concentration (exceeds 18 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
19. Program Title Change	N, O, S	a, c, d, e	ABCDEFHJL
20. Program Termination <sup>2</sup>	N, O, S	d, e	ABCDEFHIK
21. New Degree Program <sup>3</sup>	N, O, Q, R, S	a, c, d, e	ABCDEFHJL
22. Other	Varies	Varies	Varies

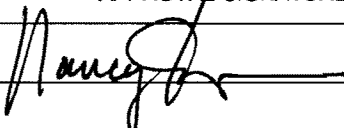

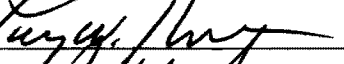

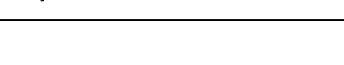
Box 4: DOCUMENTATION (check boxes of documents included)		
N. This Cover Sheet	Q. Full 5-page MHEC Proposal	T. Other
O. Summary Proposal	R. Financial Tables (MHEC)	
P. Course Definition Document	S. Other documents as may be required by MHEC/ USM. See <a href="http://www.ubalt.edu/downloads/program_approval_Grid-USM-10-07.doc">http://www.ubalt.edu/downloads/program_approval_Grid-USM-10-07.doc</a>	

<sup>1</sup> Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.  
<sup>2</sup> See USM Policy on the Review and Abolition of Academic Programs (<http://www.usmd.edu/regents/bylaws/SectionIII/III702.html>) for list of information that must be provided for this action.  
<sup>3</sup> 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.

**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)**

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA X <b>Contact Name:</b> Stuart Moulthrop	<b>Phone:</b> 5301
<b>DEPARTMENT / DIVISION:</b> School of Information Arts and Technologies	
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 and program name OR course name, code, & number as applicable): 6. Pre- and Co-Requisite	
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input type="checkbox"/> Spring X Year: 2011	

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: 	1/26/10
b. OTS <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	CIO or designee: 	1/29/10
c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: 	1-25-10
d. Admissions <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: 	1-25-10
e. Records <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee: 	1.25.10

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: 	2/12/10
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: 	
D. College Dean	Dean: 	9/7/10
E. Provost and Senior Vice President for Academic Affairs	Provost: 	4/23/10
F. Curriculum Review Committee (UFS subcommittee)	Chair: 	
G. University Faculty Senate (UFS option)	Chair:	
H. University Council <sup>4</sup>	Chair:	
I. President	President:	
J. Board of Regents – notification only		
K. Board of Regents – approval		
L. MHEC – notification only		
M. MHEC – approval		
N. Middle States Association notification	Required only if the mission of the University is changed by the action	

<sup>4</sup> 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.

## UNIVERSITY OF BALTIMORE

**DOCUMENT O: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA X	<b>Contact Name:</b> Stuart Moulthrop	<b>Phone:</b> 5301
<b>DEPARTMENT / DIVISION:</b> School of Information Arts and Technologies		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N, Box 3, action item and program name OR course name, code, & number as applicable): Item #6: Add prerequisite for COSC 410		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input type="checkbox"/> Spring X Year: 2011		

O-1: Briefly describe what is being requested:

Add COSC 260 as a pre-requisite for COSC 410.

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

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

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

COSC 410 was originally defined with no pre-requisites because the University of Baltimore did not offer an introductory course in 3-D modeling. The introduction of COSC 260 corrected this problem. Adding the pre-requisite will ensure that students take the introduction before proceeding to the more advanced course.

## Impact Statement From the Office of University Relations

These changes could potentially affect the undergraduate and graduate catalogs—which the Office of University Relations currently manages and produces—as well as other recruitment publications that contain this type of specific academic material. The timing of the final approval for these changes will be a determining factor in our ability to incorporate the new information in a timely fashion in any related materials that are on our production schedule.

### **Impact Statement from the Office of Technology Services**

These changes will require adjustment to the functional setup of PeopleSoft, which are handled by representatives from various business units and the schools. OTS advises that functional consideration of changes to any online application, portal information, reporting and extracts to the data warehouse should be considered by the constituent population, particularly if there is any existing PeopleSoft or reporting customization(s) that may need to be adjusted. Institutional Research may need to analyze data capture and reporting for internal and external reporting and trending.

OTS technical staff is available to participate in a consultative fashion as these changes continue to be evaluated and can assist in drafting specifications if necessary. No action will be taken unless requested by the functional representatives involved in reviewing the impact of these changes. Actions to make any changes should be triggered by the submission of a Call Center ticket with accompanying details.

Timely implementation for these changes may hinge on the development of functional requirements, technical specifications, developer coding, developer testing, user testing and scheduling production migration. These actions are dependent upon the workload and current priority of shared technical campus resources. Proactive and early planning will assist in meeting deadlines.