

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: Elizabeth M. Nix	Phone: x 5296
DEPARTMENT / DIVISION: Legal, Ethical and Historical Studies		
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable): Course Title Change: CSCE 301 "Community Studies" to "Introduction to Nonprofit Leadership" Course Description Change: CSCE 301: "Introduction to Nonprofit Leadership"		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

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	N, O, P	a, c, e	AC
X	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
	6. Pre & Co-Requisite	N, O		ABCD
X	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 ²	N, O, S	d, e	ABCDEFHIK
	21. New Degree Program ³	N, O, Q, R, S	a, c, d, e	ABCDEFHJL
	22. 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. Other documents as may be required by MHEC/ USM. See http://www.ubalt.edu/downloads/program_approval_Grid-USM-10-07.doc	

¹ Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.

² 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.

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.

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

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DEPARTMENT / DIVISION: Legal, Ethical and Historical Studies		
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 and program name OR course name, code, & number as applicable): Course Title Change: CSCE 301: "Community Studies" to "Introduction to Nonprofit Leadership" Course Description Change: CSCE 301: "Introduction to Nonprofit Leadership"		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall X Year: 2010		

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>	23 Sept 09
B. General Education (as required for #7, #8)	<i>Not submitted for Gen Ed. MCO</i>	
C. Final faculty review body within each School	Chair: <i>Margaret J. Potthack</i>	9-29-09
D. College Dean	Dean: <i>W. W. [Signature]</i>	9/29/09
E. Provost and Senior Vice President for Academic Affairs	Provost: <i>Mark [Signature] for Joseph Wood</i>	10/1/09
F. Curriculum Review Committee (UFS subcommittee)	Chair:	
G. University Faculty Senate (UFS option)	Chair:	
H. University Council ⁴	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	

⁴ 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

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Elizabeth M. Nix	Phone: x 5296
DEPARTMENT / DIVISION: Legal, Ethical and historical Studies		
SHORT DESCRIPTION OF PROPOSAL (State Document N, Box 3, action item and program name OR course name, code, & number as applicable): Course title Change: CSCE 301: from "Community Studies" to "Introduction to Nonprofit Leadership" Course Description Change: CSCE 301 "Introduction to Nonprofit Leadership"		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall X Year: 2010		

O-1: Briefly describe what is being requested:		
Change the course title of CSCE 301 from "Community Studies" to "Introduction to Nonprofit Leadership"		
Change the course description of CSCE 301 "Introduction to Nonprofit Leadership"		
For new courses or changes in existing courses (needed by Registrar)		
OLD Title: Community Studies	Course # / HEGIS Code: CSCE 301	Credits: 3
NEW Title: Introduction to Nonprofit Leadership	Course # / HEGIS Code: CSCE 301	Credits: 3

<p>O-2: Set forth the rationale for the proposal:</p> <p>Course Title Change: When the Community Studies and Civic Engagement major was established, this course was named to correspond with the title of the program itself. It is a required course that most students take early in their course of study. The course description clearly states that students will "develop personal and professional competencies relevant to careers in community-serving and nonprofit organizations," and that effort is the core of the course. The required textbooks are <i>The Jossey-Bass Handbook of Nonprofit Leadership and Management</i> and <i>Leaders Who Make a Difference: Essential Strategies for Meeting the Nonprofit Challenge</i>. The current title "Community Studies" does not reflect the strong emphasis on nonprofit competencies contained in this course. In the past, some students have enrolled thinking it was a humanities class based on the title. They have regretted their choice once they found out it was mostly about the workings of nonprofit organizations. The proposed title change "Introduction to Nonprofit Leadership" more accurately reflects the content and aims of the course.</p> <p>Course Description Change: CSCE 301 is a required course that most students take early in their course of study. The current course description reads: "This course uses the Baltimore area as a laboratory for interdisciplinary research on contemporary issues. Through a hands-on service-learning experience, students will have the opportunity to connect in significant and sustained ways with issues related to social change. This course helps students to learn about the complex community life of Central Maryland and urban areas throughout the United States and to develop personal and professional competencies relevant to careers in community-serving and grassroots non-profit organizations."</p> <p>Assessment and follow-up with graduates and nonprofit employers revealed that the CSCE major did not contain enough development of the "personal and professional competencies relevant to careers in community-serving and grass-roots non-profit organizations" that the description of CSCE 301 promised and that our affiliation with the American Humanities Association requires, so the sustained focus on one nonprofit organization was dropped from the design of the course in order to create an opportunity to cover the more generic introduction to the workings of nonprofit organizations. Currently the adjunct professor who teaches this regularly does not focus on one organization as a case study but brings in a variety of speakers from a number of different local agencies. So the course no longer offers a hands-on service-learning experience.</p> <p>We propose the following course description change:</p> <p>This course introduces students to personal and professional competencies relevant to careers in nonprofit organizations. Special emphasis is placed on individual and community development as the pivotal function of nonprofit organizations and collaboration as the central mode of public problem solving.</p>
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Document P

- 1. Date Prepared: September 1, 2009**
- 2. Prepared by: Elizabeth Nix and Kelly McPhee**
- 3. Department/Division: Legal, Ethical and Historical Studies**
- 4. Course Number: CSCE 301**
- 5. Course Title: "Introduction to Nonprofit Leadership"**
- 6. Credit hours: 3**
- 7. Catalog Description (proposed)**

This course introduces students to personal and professional competencies relevant to careers in nonprofit organizations. Special emphasis is placed on individual and community development as the pivotal function of nonprofit organizations and collaboration as the central mode of public problem solving.

- 8. Prerequisites: none**
- 9. Course Purpose:** This course will be required of all majors. It will serve as the pre-requisite for CSCE 481/482.

- 10. General Education Area**

This course would not fulfill a General Education requirement

- 11. Course Type**

Lecture

- 12. Faculty Qualified to Teach the Course**

Tenyo Pearl, an adjunct instructor, is qualified to teach this course.

- 13. Content Outline: This course is an introductory survey course intended to expose student to the following topics:**

Historical and Legal Perspectives on Nonprofit Organizations in the US

Board Leadership and Development, Staff Structure and Planning

Ethical Nonprofit Management and Government Relations

Site Visit: Maryland Association of Nonprofit Organizations

Designing and Managing Volunteer Programs

Evaluating the Effectiveness of Nonprofit organization

Outcomes Assessment and Program Evaluation

Designing and Managing a Fundraising program

Enterprise Strategies for Generating Revenue

Site Visit: Associated Black Charities

Financial Accounting and Financial Management

Management Accounting

Risk Management

- 14. Learning Goals:**

At the end of the course a student will be able to:

Recognize and explain the highest standards of conduct and accountability and the value of a commitment to service for others in a nonprofit setting.

Design a template for a program appropriate for implementation in a nonprofit organization that will serve diverse individuals and groups.

Identify the key elements of a successful volunteer program, including planning, development and implementation.

Evaluate a nonprofit board, building on an understanding of the purpose and structure of a board, its role in the nonprofit organization, its use of staff support and committees.

Evaluate and select appropriate techniques and skills used to raise funds from a range of sources including grant writing, special event planning, donor cultivation and in-kind support solicitation, social entrepreneurship.

15. Assessment Strategies

The following methods are suggested to evaluate student performance with respect to learning outcomes:

Assignment	Learning Goal
Students will participate in weekly discussions and will write reflections on their discussions.	Recognize and explain the highest standards of conduct and accountability and the value of a commitment to service for others in a nonprofit setting.
Students will design a template for a program appropriate for use in a nonprofit organization.	Design a template for a program appropriate for implementation in a nonprofit organization that will serve diverse individuals and groups
Students will write a paper evaluating a nonprofit organization's volunteer program	Identify the key elements of a successful volunteer program, including planning, development and implementation
Students will write an analytical paper in which they will evaluate the board	Evaluate a nonprofit board, building on an understanding of the purpose and structure of a board, its role in the nonprofit organization, its use of staff support and committees.
Students will write a fund-raising plan for a hypothetical nonprofit organization.	Evaluate and select appropriate techniques and skills used to raise funds from a range of sources including grant writing, special event planning, donor cultivation and in-kind support solicitation, social entrepreneurship.

16. Suggested Texts

The Jossey-Bass Handbook of Nonprofit Leadership and Management

Leaders Who Make a Difference: Essential Strategies for Meeting the Nonprofit Challenge

17. Suggested Class Size: cap at 30

18. Lab Fees: none