

UNIVERSITY OF BALTIMORE

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: Jessica Eifenbein	Phone: x5340		
DEPARTMENT / DIVISION: Legal and Ethical Studies				
SHORT DESCRIPTION OF PROPOSAL CSCE 400: Nonprofit Management is a new major requirement for CSCE				
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007				
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 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
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	ABCDEFGHJL
	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFGHJL
	18. Program Termination	NO, 10	d, e	ABCDEFGHIK
	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFGHJL
	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.

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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 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: <i>Donald C. Mulcahey</i>	<i>2/7/07</i>
B. Final faculty review body within each School Chair: <i>Margaret J. Pottner</i>	<i>2/15/07</i>
C. College Dean Dean: <i>Jay W. Thur</i>	<i>2/19/07</i>
D. Provost and Senior Vice President for Academic Affairs Provost: <i>John M. Farrell</i>	<i>2/27/07</i>
E. Curriculum Review Committee (UFS subcommittee) Chair: <i>Michael Gelligan</i>	<i>3/6/07</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	

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: Jessica Eifenbein	Phone: x5340
DEPARTMENT / DIVISION: Legal and Ethical Studies		
SHORT DESCRIPTION OF PROPOSAL CSCE 400: Nonprofit Management is a new major requirement for CSCE		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

We request approval for CSCE 400 Nonprofit Management because this is a topic critical for CSCE students, as well as others at UB. Nonprofit organizations are key to the functioning of civil society. The United States has one of the world's most vibrant nonprofit communities. In this practical skills course students examine how to carry out the responsibilities of organizing and managing a nonprofit, with a focus on organizations framed under 501(c)(3) of the Internal Revenue Code. Students will explore effective mission, incorporation, and vision statements; board and staff roles and relationships; ethics; budgets and fundraising; and maintaining nonprofit status. This course helps students meet a number of American Humanics competency requirements

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

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title: Nonprofit Management	Course # / HEGIS Code: CSCE 400	Credits: 3

The CSCE program includes the study of historical and contemporary perspectives on nonprofit action, philanthropy, citizenship and democracy that foster the study, development and enhancement of community, with particular focus on Central Maryland and its nonprofit organizations. CSCE 400 will provide a critical set of skills to undergraduate students preparing for careers as nonprofit managers and leaders.

Document P

1. **November 1, 2006**
2. **Prepared by Jessica Elfenbein. Ph.D.**
3. **Department: Community Studies and Civic Engagement**
4. **CSCE 400**
5. **Nonprofit Management**
6. **Credit Hours: 3**
7. **Catalog Description:** Nonprofit organizations are key to the functioning of civil society. The United States has one of the world's most vibrant nonprofit communities. In this practical skills course students examine how to carry out the responsibilities of organizing and managing a nonprofit, with a focus on organizations framed under 501(c)(3) of the Internal Revenue Code. Students will explore effective mission, incorporation, and vision statements; board and staff roles and relationships; ethics; budgets and fundraising; and maintaining nonprofit status. This course helps students meet a number of American Humanics competency requirements.
8. **Prerequisites: CSCE 301: Community Studies or permission of CSCE program director**
9. **Faculty qualified to teach course: Jessica Elfenbein; Richard Swaim; J.C. Weiss**
10. **Course type: lecture**
11. **Suggested approximate class size: 20-25**
12. **Content Outline**
 - Week 1: Overview of Nonprofits**
 - Week 2: Nonprofit Boards**
 - Week 3: Budgeting and Financial Reports**
 - Week 4: Fundraising: Foundation and Corporate Grants**
 - Week 5: Fundraising: Individual Donors**
 - Week 6: Nonprofit Staff and Ethics**
 - Week 7: Maintaining Nonprofit Status**
 - Week 8: Overview of Challenges to the Sector: Trust and Performance**
 - Week 9 More Challenges: Competition and Waste**
 - Week 10: A Reform Agenda?**
 - Week 11: Nonprofit Directions**
 - Week 12: Case Study I**
 - Week 13: Case Study II**
 - Week 14: Student Presentations**

13. Learning Goals:

An understanding of the terminology used in the nonprofit management field

Knowledge of the literature in nonprofit management

Knowledge of nonprofit management methods, practices, and applicable laws

Skills needed to develop and manage a nonprofit organization

An understanding of best practices in evaluating nonprofit effectiveness

14. Assessment Strategies:

Assessment of student learning will be evaluated through case study analyses; class discussion; in-class presentations; and a culminating project in which each student develops a hypothetical nonprofit, including the following:

- Nonprofit description & case statement

- Articles of incorporation

- Annotated bylaws

- Board Member job descriptions

- Board prospect grid

- Budget and budget narrative

15: Suggested Texts and Materials

Wolf, Thomas, *Managing a Nonprofit Organization in the 21st Century*

J. Steven Ott, *The Nature of the Nonprofit Sector*