

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

Instruction: See Course and Program Development Policy and Procedures

SHORT TITLE OF PROPOSAL: Add Independent Study to CSCE Major

COURSE # CSCE 492

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: ITEM OF ACTION (check appropriate boxes)		APPROVAL SEQUENCE (see box 4 below)	DOCUMENTS REQUIRED (see box 5 on back)	INFO COPIES (see 2 on back)
<input type="checkbox"/>	1 Experimental Course ¹	AC	NOP	
<input type="checkbox"/>	2 Course Title	ABCD	NO	
<input type="checkbox"/>	3 Course Credits	ABCD	NO	
<input type="checkbox"/>	4 Course Number	ABCD	NO	
<input type="checkbox"/>	5 Course Level	ABCD	NO	
<input type="checkbox"/>	6 Deactivate a Course	ABCDEF	NO	a, b
<input type="checkbox"/>	7 Pre & Co-Requisite	ABCD	NO	a, b
<input type="checkbox"/>	8 Course Content	ABCD	NOP	a, b
<input checked="" type="checkbox"/>	9 New Course	ABCDEF	NOPQ	a, b
<input type="checkbox"/>	10a Certificate Program (ug/g) exclusively within existing degree program	ABCDEFHJL	NOQ	a, b, d
<input type="checkbox"/>	10b Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	ABCDEFHIK	NOSR, 6	a, b, d
<input type="checkbox"/>	11a UG Concentration (exceeds 24 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	11b Masters Concentration (exceeds 12 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	11c Doctoral Concentration (exceeds 18 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	12 Program Requirements	ABCDEF	NO	a, b, d
<input type="checkbox"/>	13 Program Title	ABCDEFGHIK	NO, 5	a, b, c, d
<input type="checkbox"/>	14 Off-Campus Deliver of Existing Program	ABCDEFHJK	NO, 4	a, b, c, d
<input type="checkbox"/>	15 Closed Site Program	ABCDJL	NOT	a, b
<input type="checkbox"/>	16 Program Suspension ⁹	ABCDEGJL	NOQ	a, b, c, d
<input type="checkbox"/>	17 Program Termination	ABCDEFHJL	NO, 10	a, b, c, d
<input type="checkbox"/>	18 Degree Program	ABCDEFGHIK	NOQRS, 3,8	a, b, c, d
<input type="checkbox"/>	19 New Center	ABCDEFGH		
<input type="checkbox"/>	20 Other	Varies	Varies	Varies

Box 4: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A Department	Chair: <i>Donald C. Muleady</i>	3/9/04
B Final faculty review body within each school	Chair: <i>Joseph L. De...</i>	3/9/06
C College Dean	Dean: <i>Ray W. Turner</i>	3/15/04
D Provost and Senior Vice President for Academic Affairs	Provost: <i>Judith M. Kendall</i>	3/20/06
E Curriculum Review Committee (JFS subcommittee)	Chair:	
F University Faculty Senate	Chair:	
G University Council ¹¹	Chair:	
H President	President:	
I Board of Regents – approval		
J Board of Regents – notification only		
K MHEC – approval		
L MHEC – notification only		
M Middle States Association notification	Required only if the mission of the University is changed by the action	

Box 5: DOCUMENTATION (check boxes of documents included)					
<input checked="" type="checkbox"/>	N. This Cover Sheet	<input checked="" type="checkbox"/>	Q. Full Description/Rationale	<input type="checkbox"/>	T. Contract
<input checked="" type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	R. Full 5-page MHEC Proposal	<input type="checkbox"/>	U. Other
<input checked="" type="checkbox"/>	P. Syllabus	<input type="checkbox"/>	S. Financial Tables		

1. Approval automatically lapses after two offerings unless permanently approved by Action 9
2. Codes: a) Director of Library Services (Langsdale or Law) b) College Dean c) Planning Office d) EMSA
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.
4. 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 *
5. One-page letter with description and rational *
6. 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. *
7. Learning objectives, assessment strategies; fit with UB strategic plan
8. Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal
9. 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.
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.

* Required by MHEC

DOCUMENT O – SUMMARY PROPOSAL

College: CLA	Department: LEHS	Cost Code:
Contact Person: Betsy Nix	Phone: x5296	Effective Semester: 1062 <i>1072</i>

O-1: Briefly describe what is requested: The CSCE major requests the addition of an Independent Study option.

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

New Title: Independent Study in Community Studies and Civic Engagement	Title #: 492	Credits: 3
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Course Abbreviation:
CSCE 492

Old Title:	Title #:	Credits:
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O-2: Set forth the rationale for the proposal:

The Independent Study option was not included in the initial list of courses when the major was established two years ago.

O-3 Resources Needed: none

	Personnel	Equipment	Expendables	Facility Costs	TOTAL COSTS
Start-up First Year					
Annual Thereafter					

Indicate probable source of additional funds, if needed:

O-4 Impact including OTS and Library resources (Complete a or b)

- a) Impact was reviewed. All impacted units were contacted and understandings worked out. No unit objects to the proposal as currently submitted. The units contacted were:

Donald C. Malealey
Department Chair Signature

3/9/06
Date

- b) Impact was reviewed. All objections were worked out except those documented in attachments. Units contacted were:

Department Chair Signature

Date

Required Format for Course Syllabi (Document P)

Issued by: Wim Wiewel, Provost and Senior Vice President for Academic Affairs
Effective Date: August 31, 2005
Reviewed by: University Faculty Senate

Include in your syllabus items one through 13 using as much space as needed.

1. Date Prepared: 12/05/05
2. Prepared by: Elizabeth Nix
3. Department: HIST
4. Course Numbers: CSCE 492
5. Course Title: Independent Study
6. Credit Hours: 3
7. Prerequisites: This option open only to CSCE majors by permission of the program director.
8. Catalog Description: (Paragraph should reflect general aims and nature of the course)
The Independent Study option for the Community Studies and Civic Engagement major provides students with the opportunity to pursue a research topic or community service project in depth over the course of a semester. An interested student should submit a proposal to a faculty member who agrees to be the advisor for the study. The faculty member and the student would negotiate the terms of study and the requirements for the final product. The Program Director must grant permission for the Independent Study after reviewing each proposal. Upon completion of the project the student would receive a grade for three credits. The CS grade could be given at the end of the semester if the student has not completed the entire project.]
9. Suggested approximate class size: 1
10. Content Outline: VARIES DEPENDING ON INDIVIDUAL PROJECT
11. Learning Goals: 1) Understand the historical foundation of community and civic engagement in American society, with a particular focus on Central Maryland or 2) Manage a community service project from inception to completion. 3) Identify and develop leadership traits for community service.
12. Assessment Strategies: The advising professor will establish unique assessment criteria with each student before authorizing the project.
13. Text(s): Include author, title, publisher, date of publication, and an indication of whether or not the text is required N/A--DEPENDS ON PROJECT

Note: Original syllabus shall be on file in the department and in the Office of the Dean.

Document Q Full Description/Rationale

Adoption of a new course

CSCE 492: Independent Study in Community Studies and Civic Engagement

When the CSCE major was established two years ago, some of the courses that are staples in other majors did not find their way into the list of initial courses offered for credit in the major. CSCE majors do not currently have the ability to receive credit for any independent study they might pursue. As students have researched aspects of Baltimore and the surrounding metropolitan area, they have discovered specific research topics they would like to expand into more in-depth investigations with the guidance of CSCE faculty.

The CSCE major would operate the optional Independent Study course in the same manner as the history department. Students would submit a proposal to a faculty member who would agree to be the advisor for the study. The faculty member and the student would negotiate the terms of study and the requirements for the final product. Upon completion of the project the student would receive a grade for three credits. The course could be repeated once.