

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

Instruction: See Course and Program Development Policy and Procedures

SHORT TITLE OF PROPOSAL: Add Special Topics Course to CSCE Major

COURSE # CSCE 497

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. McInerney</i>	3/9/06
B Final faculty review body within each school	Chair: <i>Joseph L. ...</i>	3/9/06
C College Dean	Dean: <i>Loy W. ...</i>	3/15/06
D Provost and Senior Vice President for Academic Affairs	Provost: <i>James M. ...</i>	3/20/06
E Curriculum Review Committee (UFS 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: 5296	Effective Semester: 1062 <i>1072</i>

O-1: Briefly describe what is requested: The Community Studies and Civic Engagement major requests the addition of a Special Topics option.

For new courses or changes in existing courses (needed by Registrar):		
New Title: Special Topics in Community Studies and Civic Engagement	Title #: 497	Credits: 3
Course Abbreviation: CSCE 497		
Old Title:	Title #:	Credits:

O-2: Set forth the rationale for the proposal: A Special Topics course was not included in the initial list of courses when the CSCE 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:

 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 497
5. Course Title: Special topics in Community Studies and Civic Engagement
6. Credit Hours: 3
7. Prerequisites: No prerequisites, open to anyone regardless of major.
8. Catalog Description: (Paragraph should reflect general aims and nature of the course)
This non-required course changes according to the research interests of CSCE faculty. Some courses will be offered to encourage collaboration with local non-profits in one-time community projects. Other semesters a Special Topics course might be a pilot course for a new inclusion to the CSCE curriculum.
9. Suggested approximate class size: 25
10. Content Outline: VARIES DEPENDING ON INDIVIDUAL TOPIC
11. Learning Goals: Learning Goals would vary according to the topic. Some learning goals might include: Evaluate the relative strengths and weaknesses of a variety of community-serving non-profit organizations; Understand the role of citizens and social activism to the functioning of a democracy.
12. Assessment Strategies: Depending upon the topic addressed, the instructor would use analytical papers, research papers, exams and projects to assess the learning goals for these courses.
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 497: Special Topics 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. For example, there is currently no official course number for a special topics course in Community Studies and Civic Engagement.

The need for this official designation became clear in the fall of 2004 when the CSCE program received a grant from the national American Humanics Association to pilot a course entitled "IT for Non-Profit Managers." This particular course (syllabus attached) was valuable in that it provided our majors with essential IT skills. However, after running the course once, the instructor suggested imbedding IT units throughout the rest of the CSCE curriculum instead of teaching IT as a stand-alone course in the future. Here the Special Topics designation served a critical function by allowing us to experiment with a course without having to add it to our permanent list of courses.

This course highlights another need for the Special topics designation. By hiring Gayle Carney, the director of UB's Center for Community Technology Services, as an adjunct instructor, the major was able to bring local non-profit talent to our students. Many other qualified non-profit professionals would be available to teach Special Topics courses to our majors, increasing the ties UB has with local and national networks of non-profit professionals.

Any Special Topics course would be offered as a non-required, three credit course.