

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 X	Contact Name: Jessica Elfenbein	Phone: x5340
DEPARTMENT / DIVISION: Legal and Ethical Studies		
SHORT DESCRIPTION OF PROPOSAL: CSCE will become a four year major in 2007. This is the 120 credit hour program hour program requirements for the major.		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall X Spring <input type="checkbox"/> Year: 2007		

Box 1: TYPE OF ACTION	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY x	OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION	Non-Credit <input type="checkbox"/>	Undergraduate x	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
	8. New Course	NOP		ABCDEF
	9. Deactivate a Course	NO		ABCDEF
X	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	ABCDEFHJL
	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFHJL
	18. Program Termination	NO, 10	d, e	ABCDEFHIK
	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
	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)	
	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.

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
SHORT DESCRIPTION OF PROPOSAL CSCE will become a four year major in 2007. This is the 120 credit hour program hour program requirements for the major.

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 checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee: <i>[Signature]</i>	11/3/06
c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: <i>[Signature]</i>	11-3-06
d. Admissions <i>See above</i> <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached <i>(agreed)</i>	Director or designee: <i>[Signature]</i>	11-3-06
e. Records <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee: <i>[Signature]</i>	11/3/06

Box 6: APPROVAL SEQUENCE APPROVAL SIGNATURES		DATE
A. Department / Division	Chair: <i>[Signature]</i>	12/15/06
B. Final faculty review body within each School	Chair: <i>[Signature]</i>	12-18-06
C. College Dean	Dean: <i>[Signature]</i>	11/3/07
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>[Signature]</i>	11/18/07
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>[Signature]</i>	1/23/07
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	

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.

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 will become a four year major in 2007. These are the 120 credit hour program requirements for the major.		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

We request approval for CSCE Program Requirements for a 120 credit hour program in the major to begin in fall 2007. This proposal includes the following new courses:
 CSCE 100: Urban Solutions
 CSCE 200: Understanding Community
 CSCE 341: Community Conflict: Sources and Solutions
 CSCE 400: Nonprofit Management

For new courses or changes in existing courses (needed by Registrar)		
OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title:	Course # / HEGIS Code:	Credits:

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. The proposed 120 credit hour major provides an appropriate course of students in this interdisciplinary major.

Bachelor of Arts in Community Studies and Civic Engagement

DEGREE REQUIREMENTS

LOWER DIVISION REQUIREMENTS – 60 credits

General Education – 34 credits

- English Composition (3)
- Mathematics (3)
- Oral Communication (3)
- Literature (3)
- History or Philosophy (3)
- Fine Arts (3)
- Computer Literacy (3)
- Social and Behavioral Science 1: CSCE 100: Urban Solutions (3)
- Social and Behavioral Science 2 (3)

Biological and Physical Science

Laboratory course (4)

Non-laboratory course (3)

Freshman Seminar – 2 credits

IDIS 101 First Year Seminar: Applied Learning and Study Skills

Major Requirements – 6 credits

CSCE 100 Urban Solutions (3)

CSCE 200 Understanding Community (3)

Lower Division Electives from any discipline – 18 credits

UPPER DIVISION REQUIREMENTS – 60 credits

General Education – 9 credits

IDIS 300 – Ideas in Writing (3)

IDIS 302 – Ethical Issues in Business and Society (3)

One of the following:

IDIS 301 – World Cultures (3)

IDIS 304 – Arts and Ideas (3)

Major Courses – 36 credits

Major Requirements (18 credits)

CSCE 301 Community Studies (3)

CSCE 302 Philanthropy and Voluntarism (3)

CSCE 400 Nonprofit Management (3)

CSCE 481 Field Study (3)

CSCE 482 Field Study Seminar (3)

One of the following:

CMAT 453 Media & Community/Community Media (3)

HIST 383 Community History (3)

Major Electives (18 credits)

Government and Public Policy

One of the following

GVPP 326 Urban Politics and Public Policy (3)

GVPP 348 State and Local Government (3)

GVPP 426 Foundations of Democracy I (3)

GVPP 461 Maryland Government Processes and Politics (3)

History

Two of the Following

HIST 377 New South and Civil Rights (3)

HIST 380 Chesapeake World (3)

HIST 381 History of Baltimore (3)

HIST 382 American Cities (3)

HIST 473 U.S. Women's History (3)
HIST 480 Introduction to Public History (3)

Skills

Two of the following

CSCE 401 Community Economic Development (3)
CSCE 341 Community Conflict: Sources and Solutions (3)
ENTR 300 Introduction to Entrepreneurship (3)
SOCI 312 Community Organizations (3)
CSCE 497 Special Topics (when skills based)

Business

One of the following

ACCT 201 Introduction to Financial Accounting (3)
MGMT 300 Organization and Behavior I: Human Resources (3)
MKTG 301 Introduction to Marketing (3)

Upper Division Electives from any discipline – 15 credits