

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: Jonathan Shorr	Phone: 6059
DEPARTMENT / DIVISION: School of Communications Design		
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable): #8 New Course CWPA 753 Publishing Arts: Special Topics		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

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 type="checkbox"/>	Graduate <input checked="" 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
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
7. Course Description	N, O, P		ABCDEF
X 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)	
X	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	

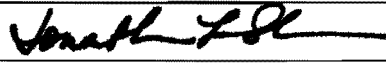
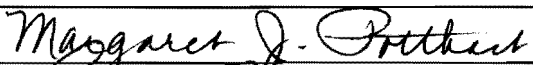
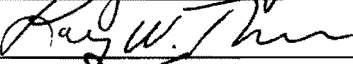

¹ Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.

² See USM Policy on the Review and Abolition of Academic Programs (<http://www.usmd.edu/regents/bylaws/SectionIII/II702.html>) for list of information that must be provided for this action.

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

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Jonathan Shorr	Phone: 410-837-6059
DEPARTMENT / DIVISION: School of Communications Design		
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 and program name OR course name, code, & number as applicable): #8 New Course CWPA 753 Publishing Arts: Special Topics		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> 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: 	9/29/09
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: 	11-23-09
D. College Dean	Dean: 	11/24/09
E. Provost and Senior Vice President for Academic Affairs	Provost: 	12/1/09
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.

UNIVERSITY OF BALTIMORE

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

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DEPARTMENT / DIVISION: School of Communications Design		
SHORT DESCRIPTION OF PROPOSAL #8 New Course CWPA 753 Publishing Arts: Special Topics		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

O-1: Briefly describe what is being requested:

Create new course: CWPA 753 Publishing Arts: Special Topics

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

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title: Publishing Arts: Special Topics	Course # / HEGIS Code: CWPA 753	Credits: 3

O-2: Set forth the rationale for the proposal:

Last year, we moved our graduate creative writing courses to a new HEGIS code (CWPA) but failed to create new special topics sections. Now, in addition to moving from PBDS the longstanding "Creative Writing: Special Topics," (separate proposal) we are proposing this new special topics course designation for MFA courses that relate more to the publishing arts side than to the writing side.

University of Baltimore

DOCUMENT P: Required Format for Course Definition Document
 See Course and Program Development Policy and Procedures for Instructions

Include items one through 17 or 18 in your course definition using as much space as needed.

1. Date Prepared: **September 18, 2009**
2. Prepared by: **Jon Shorr**
3. Department/Division: **School of Communications Design**
4. Course Number(s), including HEGIS code(s): **CWPA 753**
5. Course Title: **Publishing Arts: Special Topics**
6. Credit Hours: **3**

7. Catalog Description (Paragraph should reflect general aims and nature of the course)

Intensive exploration of topics in print publishing, electronic publishing, and book arts of special interest to faculty and students. Content will vary according to specific interests and trends in the subject area. Lab fee may be required.

8. Prerequisites: **VARIES, DEPENDING ON SPECIFIC COURSE CONTENT.**
9. Course Purpose (How the course is to be used in the curriculum, e.g. required for major):
Major elective for MFA/CWPA majors.
10. General Education area, if applicable (i.e., social sciences, humanities, science, etc.): **Humanities**
11. Course Type / Component (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, practicum, research, seminar, supervision, thesis research, tutorial, or workshop). **This must match PeopleSoft 9.0 coding. Check with your dean's office if you are unsure of the correct entry. Workshop**
12. Faculty qualified to teach the course: **All fulltime, halftime, and adjunct MFA/CWPA faculty.**

13. Content Outline
VARIES, DEPENDING ON SPECIFIC COURSE CONTENT.

14. Learning Goals
Each instructor will specify student learning outcomes in the course syllabus. The stated outcomes ordinarily will require the student to demonstrate content knowledge or skill competency in the context of one or more of the MFA/CWPA program goals.

15. Assessment Strategies
VARIES, DEPENDING ON SPECIFIC COURSE CONTENT.

16. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc., that student must purchase)
VARIES, DEPENDING ON SPECIFIC COURSE CONTENT.

17. Suggested class size: **18**

18. Lab Fees (when applicable):
VARIES, DEPENDING ON SPECIFIC COURSE CONTENT.