

**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET**

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	<b>Contact Name:</b> Virginia Carruthers/Jonathan Shorr	<b>Phone:</b> 6027/6059
<b>DEPARTMENT / DIVISION:</b> School of Communications Design		
<b>SHORT DESCRIPTION OF PROPOSAL:</b> #12 New Minor: Creative Writing		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

<b>Box 1: TYPE OF ACTION</b>	ADD(NEW) <input checked="" type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input type="checkbox"/>	OTHER <input type="checkbox"/>
<b>Box 2: LEVEL OF ACTION</b>	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 <sup>1</sup>	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
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
X 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 <sup>2</sup>	N, O, S	d, e	ABCDEFHIK
21. New Degree Program <sup>3</sup> ,	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)	
	P. Course Definition Document	S. Other documents as may be required by MHEC/ USM. See <a href="http://www.ubalt.edu/downloads/program_approval_Grid-USM-10-07.doc">http://www.ubalt.edu/downloads/program_approval_Grid-USM-10-07.doc</a>	

<sup>1</sup> Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.  
<sup>2</sup> See USM Policy on the Review and Abolition of Academic Programs (<http://www.usmd.edu/regents/bylaws/SectionIII/III702.html>) for list of information that must be provided for this action.

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

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<b>DEPARTMENT / DIVISION:</b> School of Communications Design		
<b>SHORT DESCRIPTION OF PROPOSAL</b> #12 New Minor: Creative Writing		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> 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 checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: 	10/12/09
b. OTS <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	CIG or designee: 	10.12.09
c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: 	10.9.09 <del>9.9.09</del>
d. Admissions <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: 	10/12/09
e. Records <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Registrar or Designee: 	10/12/09

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:	10/23/09
D. College Dean	Dean:	10/27/09
E. Provost and Senior Vice President for Academic Affairs	Provost:	11/2/09
F. Curriculum Review Committee (UFS subcommittee)	Chair:	
G. University Faculty Senate (UFS option)	Chair:	
H. University Council <sup>4</sup>	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	

<sup>4</sup> University Council review (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues.

## **Peggy Potthast**

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**From:** Richard Morrell  
**Sent:** Monday, October 19, 2009 5:23 PM  
**To:** Jonathan Shorr  
**Cc:** Peggy Potthast  
**Subject:** RE: proposals for MINORS

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

My apologies for the slow response.

Setting up and using Minors requires adjustments in the PeopleSoft system and in the iStrategy database to insure our ability to track and report on the minors.

We have created the minors in a test environment and will proceed with testing. I am not sure of the timeline.

Richard Morrell  
Registrar  
University of Baltimore  
[rmorrell@ubalt.edu](mailto:rmorrell@ubalt.edu)  
410-837-4865

**From:** Peggy Potthast  
**Sent:** Sunday, October 18, 2009 2:01 PM  
**To:** Jonathan Shorr  
**Cc:** Richard Morrell  
**Subject:** proposals for MINORS

Hi, all,

The curriculum forms indicate that Richard Morrell will directly submit an impact statement with respect to the creation of two new minors – Popular Culture and Creative Writing. To date I have not received the statement to attach to the proposals. Did it get lost in another office somewhere?

A printed version of an e-mail will suffice but the email should be addressed to Jon Shorr rather than me or it can be an attachment which is just the statement.

Peggy

Margaret J. Potthast  
Associate Dean, Liberal Arts  
phone: 410.837.5342  
e-mail: [mpotthast@ubalt.edu](mailto:mpotthast@ubalt.edu)

*"Not everything that can be counted counts, and not everything that counts can be counted."*

Albert Einstein

## 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.

*Admission concurs with  
University Relations.*

### Impact Statement from the Office of Technology Services

These changes will require adjustment to the functional setup of PeopleSoft, which are handled by representatives from various business units and the schools. OTS advises that functional consideration of changes to any online application, portal information, reporting and extracts to the data warehouse should be considered by the constituent population, particularly if there is any existing PeopleSoft or reporting customization(s) that may need to be adjusted. Institutional Research may need to analyze data capture and reporting for internal and external reporting and trending.

OTS technical staff is available to participate in a consultative fashion as these changes continue to be evaluated and can assist in drafting specifications if necessary. No action will be taken unless requested by the functional representatives involved in reviewing the impact of these changes. Actions to make any changes should be triggered by the submission of a Call Center ticket with accompanying details.

Timely implementation for these changes may hinge on the development of functional requirements, technical specifications, developer coding, developer testing, user testing and scheduling production migration. These actions are dependent upon the workload and current priority of shared technical campus resources. Proactive and early planning will assist in meeting deadlines.

*Admission concurs with OTS.*

**DOCUMENT O: SUMMARY PROPOSAL**

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<b>DEPARTMENT / DIVISION:</b> School of Communications Design		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state action item 1-23 and course name & number or program affected):		
#12: New Minor: Creative Writing		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

O-1: Briefly describe what is being requested:

We are proposing an 18-credit minor in Creative Writing, available to students in the College of Liberal Arts and the School of Business who enjoy creative writing, dabbled in it in high school or since, and are looking for a way to engage or re-engage that side of their brains. The minor is *not* open to English majors.

*CONTACT*

**PROGRAM DIRECTOR:** Virginia Carruthers

**ADMISSION REQUIREMENTS:** Students who have completed 24 credit hours with a 2.0 cumulative GPA may apply for the minor in creative writing.

*M.P.*

**GRADUATION REQUIREMENTS:** To graduate with a minor in creative writing, a student must earn at least a "C" in each course applied to the minor. Students may use a maximum of six (6) credits to satisfy both degree requirements and minor requirements. Students may use a maximum of six (6) transfer credits from another regionally accredited institution.

*MINOR*

**DEGREE REQUIREMENTS (18 credits)**

WRIT 215 Intro Creative Writing

WRIT 401 Publication & Performance

(Choose Two)

ENGL 315 The Short Story

ENGL 318 Modern Poetry

ENGL 320 Contemporary Literature

(Choose Two)

WRIT 315 Creative Writing Workshop: Memoir

WRIT 318 Creative Writing Workshop: Poetry

WRIT 319 Creative Writing Workshop: Fiction

WRIT 363 Creative Writing Workshop: Screenwriting

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

<b>OLD Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>
<b>NEW Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>

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

1. Many students—from early childhood through high school—write poetry, short stories, plays, etc. When they reach college, they feel compelled to give up their writing in order to pursue an education in a more practical, applied area that's more likely to land them a job and a little income. The proposed minor allows them to have it both ways—their career-oriented major, as well as a creative outlet and a set of courses that will hone their existing skills and give them new ones that will serve them well regardless of their careers. In addition, other students, especially older students, have had life experiences that they'd like to share or reflect on for the purpose of their own insight. The proposed minor will allow them to do just that.
2. As we continue moving into four-year college mode, it's appropriate that UB offer a variety of minors to its students. This is one that we believe will attract a significant number of students from around the university. It relies on existing courses and faculty strengths.
3. We selected 18 credits for the minor based on a survey of the number of credits that other USM schools require for minors (generally 18-24) and the desire to keep the minor within reach of most UB students.