DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET
See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW ❑   MSB ❑   YGCLA X❑   **Contact Name:** Virginia Carruthers
Phone: 6027

DEPARTMENT / DIVISION: English and Communications Design

SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
3 ENGL 497 Topics in Literature: change credits from1-3 (variable) to 3

PROPOSED SEMESTER OF IMPLEMENTATION: Fall X❑   Spring ❑   Year: 2009

Box 1:	**TYPE OF ACTION**	ADD(NEW) ❑	DEACTIVATE ❑	MODIFY X❑	OTHER ❑
Box 2:	**LEVEL OF ACTION**	Non-Credit ❑	Undergraduate X❑	Graduate ❑	OTHER ❑

	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
X	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		ABCDEF
	8. New Course	NOP		ABCDEF
	9. Deactivate a Course	NO		ABCDEF
	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	ABCDEFGHJL
	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFGHJL
	18. Program Termination	NO, 10	d, e	ABCDEFGHIK
	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFGHJL
	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		

1.   Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
2.   Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations   d) Admissions
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 (MHEC requirement)
5.   One-page letter with description and rational (MHEC requirement)
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. (MHEC requirement)
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. (MHEC requirement)
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.

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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.

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library ❑ No impact ❑ Impact statement attached	Director or designee:	
b. OTS ❑ No impact ❑ Impact statement attached	CIO or designee:	
c. University Relations ❑ No impact ❑ Impact statement attached	Director or designee:	
d. Admissions ❑ No impact ❑ Impact statement attached	Director or designee:	
e. Records ❑ No impact ❑ Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES		DATE
A. Department / Division	Chair:	*Jonath_ SL*	2/23/09
B. Final faculty review body within each School	Chair:	*signature*	2/25/09
C. College Dean	Dean:	*Larry Thomas per MJP.*	2/25/09
D. Provost and Senior Vice President for Academic Affairs	Provost:	*Margaret C. Weber for S Zacur*	2/26/09
E. Curriculum Review Committee (UFS subcommittee)	Chair:	*Billy D Jan*	3/11/09
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		

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW ❏ MSB ❏ YGCLA X ❏ **Contact Name:** Virginia Carruthers **Phone:** 6027	
DEPARTMENT / DIVISION: English and Communications Design	
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected): 3 (change in credits) ENGL 497 Topics in Literature	
PROPOSED SEMESTER OF IMPLEMENTATION: Fall X ❏ Spring ❏ Year: 2009	

O-1: Briefly describe what is being requested:

A change in number of credits for ENGL 497 Topics in Literature from variable (1-3) to 3

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

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title:	Course # / HEGIS Code:	Credits:

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

ENGL 497 Topics in Literature is currently listed for variable credit (1-3). Though In recent years we have offered only 3-credit versions of this course and do not intend to do otherwise in the future, the definition of variable credit in PeopleSoft does not match our desire for the course. This has led to confusion