Document N: Course and Program Development: IMPACT AND APPROVAL SIGNATURES

See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL: 
- LAW
- MSB
- CAS
- CPA

CONTACT NAME: Donald Haynes
PHONE: 410-837-6196

DEPARTMENT/DIVISION: College of Public Affairs
DATE PREPARED: 10/24/11

PROPOSED SEMESTER OF IMPLEMENTATION: 
- fall
- spring
YEAR: 2012

TYPE OF ACTION: 
- add (new)
- deactivate
- modify
- other

LEVEL OF ACTION: 
- noncredit
- undergraduate
- graduate
- other

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

- COURSE ACTIONS
- PROGRAM ACTIONS

Original Subject Code/Course Number:
GGHS 600

Original Program Title:

Original Course Title:
Managing NGOs

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

<table>
<thead>
<tr>
<th>COURSE ACTIONS</th>
<th>PROGRAM ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experimental Course</td>
<td>10. Program Requirements</td>
</tr>
<tr>
<td>2. Course Title</td>
<td>11a. Undergraduate Specialization (24 credits or fewer)</td>
</tr>
<tr>
<td>3. Course Credits</td>
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<td>13. Closed Site Program</td>
</tr>
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<td>7. Course Description</td>
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</tr>
</tbody>
</table>

ADDITIONAL DOCUMENTATION (check all appropriate boxes of documents included; review the list of necessary documents):

- summary proposal (O)
- course definition document (P)
- full five-page MHEC proposal (Q)
- financial tables (MHEC) (R)
- other documents as may be required by MHEC/USM (S)
- other (T)
IMPACT REVIEW (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Impacted Entity</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- no impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- impact statement attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. OTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- no impact</td>
<td></td>
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</tr>
<tr>
<td>- impact statement attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. University Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- no impact</td>
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<td></td>
</tr>
<tr>
<td>- impact statement attached</td>
<td></td>
<td></td>
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<tr>
<td>d. Admissions</td>
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<tr>
<td>- impact statement attached</td>
<td></td>
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<tr>
<td>e. Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- no impact</td>
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APPROVAL SEQUENCE (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department/Division (Chair)</td>
<td>Laura A. Dillen-Grady</td>
<td>12/14</td>
</tr>
<tr>
<td>B. General Education (for No. 7, 8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Final Faculty Review Body Within Each School (Chair)</td>
<td></td>
<td>12/14</td>
</tr>
<tr>
<td>D. Dean</td>
<td></td>
<td>12/15</td>
</tr>
<tr>
<td>E. University Faculty Senate (Chair)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. University Council (Chair)¹</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Provost and Senior Vice President for Academic Affairs</td>
<td>Beverly Schrader</td>
<td>12/14</td>
</tr>
<tr>
<td>H. President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Board of Regents (notification only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Board of Regents (approval)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. MHEC (notification only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. MHEC (approval)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Middle States Association notification</td>
<td>Required only if the University’s mission is changed by the action</td>
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¹ University Council review (for 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.
**Document O: Course and Program Development: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

**SCHOOL:**  
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**CONTACT NAME:** Donald Haynes  
**PHONE:** 410-837-6196

**DEPARTMENT/DIVISION:** College of Public Affairs  
**DATE PREPARED:** 10/24/11

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**YEAR:** 2012

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GGHS 600

**Original Course Title:**  
Managing NGOs

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For changes to existing courses:

**OLD TITLE**

**NEW TITLE**

**SUBJECT CODE/COURSE NO.**

**CREDITS**
This course will provide an overview of the non-governmental (NGO) sector, NGO creation and management of (NGOs). The course will cover how to create and manage a NGO, the legal requirements for creating a NGO, the roles and responsibilities of members of the board of directors in governing a NGO, managing staff and volunteers, fundraising, income generation possibilities, and required reporting.

Course is required for all students in Global Governance and Human Security.
1. DATE PREPARED
October 24, 2011

2. PREPARED BY
Donald Haynes

3. DEPARTMENT/DIVISION
College of Public and International Affairs

4. COURSE NUMBER(S) with SUBJECT CODE(S)
GGHS - 600

5. COURSE TITLE
Managing NGOs

6. CREDIT HOURS
3 Credit Hours

7. CATALOG DESCRIPTION
This course will provide an overview of the non-governmental (NGO) sector, NGO creation and management of (NGOs). The course will cover how to create and manage a NGO, the legal requirements for creating a NGO, the roles and responsibilities of members of the board of directors in governing a NGO, managing staff and volunteers, fundraising, income generation possibilities, and required reporting.

8. PREREQUISITES
Summer 2010
9. COURSE PURPOSE (how the course is to be used in the curriculum; e.g., required for the major, elective, etc.)

Required for major

10. GENERAL EDUCATION AREA (if applicable; e.g., social sciences, humanities, mathematics, etc.)

N/A

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, so check with your dean's office if you are unsure of the correct entry)

Lecture

12. FACULTY QUALIFIED TO TEACH COURSE

Dr. Ann Cotten

13. CONTENT OUTLINE

I. An overview of NGOs and their current role in the US and abroad
II. The U. S. Legal Framework for Nonprofit Organizations
   a. Legal definitions
   b. Alternative organizational structures
   c. Requirements to establish and maintain a 501 (c) 3 organization
III. The Board Governance: Roles, Duties, and Liabilities of nonprofit boards
IV. The Role of the Executive Director
V. Strategic Management - Organizational Mission and the competitive niche
VI. NGO Financial Management
   a. Sources of Revenue
   b. Financial Accountability
   c. Sustainability
VII. Basics of Fundraising
VIII. Social Enterprise
IX. Getting the Message Out Media and Marketing
X. Risk Management for Nonprofits
XI. Staffing Nonprofits
   a. Managing a nonprofit staff
   b. Effective use of volunteers
XII. Strategic Alliances
   a. Partnerships and Collaborations
   b. Nonprofit Incubators
XIII. Using for profit and nonprofit subsidiaries
XIV. Nonprofit oversight organizations
   a. Reporting entities and data clearinghouses
   b. IRS 990 Reporting
XV. Demonstrating impact through program evaluation
XVI. Special considerations for working abroad

Summer 2010
14. LEARNING GOALS

1. To understand the legal difference between a NGO and other types of organizations.
2. To understand how to create and manage a NGO
3. To understand the unique role of board governance in the oversight of a NGO
4. To understand the variety of ways a NGO can receive or earn funding.
5. To understand the role of accountability in NGO management

15. ASSESSMENT STRATEGIES

Assessments will be conducted via case study simulation, tests, and papers.

16. SUGGESTED TEXT(S) and MATERIALS (e.g. textbooks, equipment, software, etc., that students must purchase)


17. SPECIAL GRADING OPTIONS (if applicable)

18. SUGGESTED CLASS SIZE

20

19. LAB FEES (if applicable)