

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"/> YGCLAX <input type="checkbox"/>	Contact Name: Don Haynes	Phone: x6196
DEPARTMENT / DIVISION: School of Public Affairs		
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable): To create a class titled "Special Topics in International Studies" GVPP 479		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> X Spring <input type="checkbox"/> Year: 2010		

Box 1: TYPE OF ACTION	ADD(NEW) <input checked="" type="checkbox"/> X	DEACTIVATE <input type="checkbox"/>	MODIFY <input type="checkbox"/>	OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION	Non-Credit <input type="checkbox"/>	Undergraduate <input checked="" type="checkbox"/> 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	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	ABCDEFHJL
	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_8-3-09.docx	

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/III702.html>) for list of information that must be provided for this action.
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.

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"/> X	Contact Name: Don Haynes	Phone: x6196
DEPARTMENT / DIVISION: School of Public Affairs		
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 and program name OR course name, code, & number as applicable): create new course GVPP 479 Special Topics in International Studies		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> X 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: <i>Laura C. Nelson - Jentery</i>	<i>10/8/09</i>
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: <i>Margaret J. Pothast</i>	<i>10/23/09</i>
D. College Dean	Dean: <i>Royal</i>	<i>10/27/09</i>
E. Provost and Senior Vice President for Academic Affairs	Provost: <i>J. Wood</i>	<i>12/1/09</i>
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 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.

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: Don Haynes	Phone: x6196
DEPARTMENT / DIVISION: School of Public Affairs		
SHORT DESCRIPTION OF PROPOSAL (State Document N, Box 3, action item and program name OR course name, code, & number as applicable): create a new class: GVPP479: Special Topics in International Studies		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Year:		

O-1: Briefly describe what is being requested:

The creation of a new class: GVPP479: Special Topics in International Studies to be used as a major elective for International Studies and Government and Public Policy Students

For new courses or changes in existing courses (needed by Registrar)		
OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title: Special Topics in International Studies	Course # / HEGIS Code: GVPP 479	Credits: 3

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

To round out the International Studies offerings, IS needs a course that will allow adjuncts and faculty to teach timely or theoretically interesting courses.

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 15, 2009
2. Prepared by Don Haynes
3. Department/Division School of Public Affairs
4. Course Number(s) GVPP479
5. Course Title Special Topics in International Studies
6. Credit Hours 3
7. Catalog Description (Paragraph should reflect general aims and nature of the course)

Selected topics in International Relations and/or Comparative Politics of mutual interest to faculty and students are examined in depth. Content varies according to the concurrent interests of faculty and students. The topic for study will appear under that name in the *Schedule of Classes*. Course may be repeated for credit when topic changes.

8. Prerequisites: None
9. Course Purpose (How the course is to be used in the curriculum, e.g, required for major) For GVPP majors, this will be an elective course

An elective for GVPP and International Studies Majors

10. General Education area, if applicable (i.e., social sciences, humanities, science, etc.)

~~Social Sciences~~ N/A mpp.

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

12.

Lecture

13. Faculty qualified to teach the course

Haynes, Swaim, Henderson, Gawthrop

14. Content Outline

Varies by topic. To be determined by instructor

15. Learning Goals
Varies by topic. To be determined by instructor
16. Assessment Strategies
Varies by topic. To be determined by instructor
17. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc., that student must purchase)
Varies by topic .To be determined by instructor
18. Suggested class size 25
19. Lab Fees (when applicable) none

Issued by: Wim Wiewel, Provost and Senior Vice President for Academic Affairs
Effective Date: September 11, 2006, Revised 2/4/09
Reviewed by: University Faculty Senate

University of Baltimore

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2. Prepared by Don Haynes
3. Department/Division School of Public Affairs
4. Course Number(s), GVPP479
5. Course Title Special Topics in International Studies
6. Credit Hours 3
7. Catalog Description (Paragraph should reflect general aims and nature of the course)

Selected topics in International Relations and/or Comparative Politics of mutual interest to faculty and students are examined in depth. Content varies according to the concurrent interests of faculty and students. The topic for study will appear under that name in the *Schedule of Classes*. Course may be repeated for credit when topic changes.

8. Prerequisites: None
9. Course Purpose (How the course is to be used in the curriculum, e.g, required for major) For GVPP majors, this will be an elective course

An elective for GVPP and International Studies Majors

10. General Education area, if applicable (i.e., social sciences, humanities, science, etc.)

Social Sciences

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

Lecture

12. Faculty qualified to teach the course
Haynes, Swaim, Henderson, Gawthrop

13. Content Outline

Varies by topic. To be determined by instructor

14. **Learning Goals**
Each instructor will specify student learning outcomes in the course syllabus. The stated outcomes ordinarily will require the student to demonstrate knowledge of the topic in the context of one or more of the International Studies program goals.
15. **Assessment Strategies**
Varies by topic. To be determined by instructor
16. **Suggested Text(s) and Materials (example: textbooks, equipment, software, etc., that student must purchase**
Varies by topic .To be determined by instructor
17. **Suggested class size** 25
18. **Lab Fees (when applicable)** none

Issued by: Wim Wiewel, Provost and Senior Vice President for Academic Affairs
Effective Date: September 11, 2006, Revised 2/4/09
Reviewed by: University Faculty Senate