

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

Instruction: See Course and Program Development Policy and Procedures

SHORT TITLE OF PROPOSAL: Individual Research

COURSE # HSMG 709

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: ITEM OF ACTION (check appropriate boxes)		APPROVAL SEQUENCE (see box 4 below)	DOCUMENTS REQUIRED (see box 5 on back)	INFO COPIES (see 2 on back)
<input type="checkbox"/>	1 Experimental Course ¹	AC	NOP	
<input type="checkbox"/>	2 Course Title	ABCD	NO	
<input type="checkbox"/>	3 Course Credits	ABCD	NO	
<input type="checkbox"/>	4 Course Number	ABCD	NO	
<input type="checkbox"/>	5 Course Level	ABCD	NO	
<input type="checkbox"/>	6 Deactivate a Course	ABCDEF	NO	a, b
<input type="checkbox"/>	7 Pre & Co-Requisite	ABCD	NO	a, b
<input type="checkbox"/>	8 Course Content	ABCD	NOP	a, b
<input checked="" type="checkbox"/>	9 New Course	ABCDEF	NOPQ	a, b
<input type="checkbox"/>	10a Certificate Program (ug/g) exclusively within existing degree program	ABCDEFHJL	NOQ	a, b, d
<input type="checkbox"/>	10b Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	ABCDEFHIK	NOSR, 6	a, b, d
<input type="checkbox"/>	11a UG Concentration (exceeds 24 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	11b Masters Concentration (exceeds 12 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	11c Doctoral Concentration (exceeds 18 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	12 Program Requirements	ABCDEF	NO	a, b, d
<input type="checkbox"/>	13 Program Title	ABCDEFGHIK	NO, 5	a, b, c, d
<input type="checkbox"/>	14 Off-Campus Deliver of Existing Program	ABCDEFHJK	NO, 4	a, b, c, d
<input type="checkbox"/>	15 Closed Site Program	ABCDJL	NOT	a, b
<input type="checkbox"/>	16 Program Suspension ⁹	ABCDEGJL	NOQ	a, b, c, d
<input type="checkbox"/>	17 Program Termination	ABCDEFHJL	NO, 10	a, b, c, d
<input type="checkbox"/>	18 Degree Program	ABCDEFGHIK	NOQRS, 3,8	a, b, c, d
<input type="checkbox"/>	19 New Center	ABCDEFGH		
<input type="checkbox"/>	20 Other	Varies	Varies	Varies

Box 4: APPROVAL SEQUENCE		APPROVAL SIGNATURES	DATE
A Department	Chair:	<i>J. G. Malachuk, Ph.D.</i>	2/13/06
B Final faculty review body within each school	Chair:	<i>Margaret J. Pothart</i>	2/16/06
C College Dean	Dean:	<i>Laura W. Truitt</i>	2/16/06
D Provost and Senior Vice President for Academic Affairs	Provost:	<i>John N. Fordall</i>	2/20/06
E Curriculum Review Committee (UFS subcommittee)	Chair:	<i>Steve B. C.</i>	2/28/06
F University Faculty Senate	Chair:		
G University Council ¹¹	Chair:		
H President	President:		
I Board of Regents – approval			
J Board of Regents – notification only			
K MI EC – approval			
L MHEC – notification only			
M Middle States Association notification	Required only if the mission of the University is changed by the action		

Box 5: DOCUMENTATION (check boxes of documents included)					
<input checked="" type="checkbox"/>	N. This Cover Sheet	<input checked="" type="checkbox"/>	Q. Full Description/Rationale	<input type="checkbox"/>	T. Contract
<input checked="" type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	R. Full 5-page MHEC Proposal	<input type="checkbox"/>	U. Other
<input checked="" type="checkbox"/>	P. Syllabus	<input type="checkbox"/>	S. Financial Tables	<input type="checkbox"/>	

1. Approval automatically lapses after two offerings unless permanently approved by Action 9
2. Codes: a) Director of Library Services (Langsdale or Law) b) College Dean c) Planning Office d) EMSA
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 *
5. One-page letter with description and rational *
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. *
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
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.
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.

* Required by MHEC

DOCUMENT O – SUMMARY PROPOSAL

College: CLA	Department: SPA	Cost Code:
Contact Person: Dr. John J. Callahan	Phone: 6174	Effective Semester: Spring 2006

O-1: Briefly describe what is requested: Establishment of an Individual Research Course in the Graduate HSMG Program; recognizes the fact that there is such an offering at the Undergraduate HSMG level as well as a similar course offering in the MPA program but not one in the Graduate HSM Program.

For new courses or changes in existing courses (needed by Registrar):		
New Title: Individual Research	Title #: HSMG 709	Credits: 1-4
Course Abbreviation: INDRESEARCH		
Old Title: NA	Title #: NA	Credits: NA

O-2: Set forth the rationale for the proposal: Permits individual research on an academically sound project of interest to the student in the HSM curriculum area in consultation with a monitoring faculty member. Student must receive permission from the HSM Program Director and the monitoring faculty member to take this course. Currently similar individual research courses exist in the HSM undergraduate program and the MPA program but not in the graduate HSM program.

O-3 Resources Needed: None - taught by existing faculty within existing course loads

	Personnel	Equipment	Expendables	Facility Costs	TOTAL COSTS
Start-up First Year	\$ 0.00	\$ NA	\$ 0.00	\$ 0.00	\$ 0.00
Annual Thereafter	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Indicate probable source of additional funds, if needed:

O-4 Impact including OTS and Library resources (Complete a or b)

a) Impact was reviewed. All impacted units were contacted and understandings worked out. No unit objects to the proposal as currently submitted. The units contacted were:

OTS and Library Resources

John J. Callahan, Ph.D.

Department Chair Signature Date 2/13/06

b) Impact was reviewed. All objections were worked out except those documented in attachments. Units contacted were:

Department Chair Signature Date

Course Syllabi – Document P – HSMG 709 Individual Research (New)

1. Date Prepared – December 12, 2005 (revised)
2. Prepared By: John J. Callahan, Ph.D.
3. Department: School of Public Affairs (HSMG)
4. Course Numbers: HSMG 709
5. Course Title: Individual Research
6. Credit Hours: 1-4 credits
7. Prerequisites: None, but student must receive permission from HSM Program Director and the monitoring faculty member.
8. Catalog Description: Individual Research on an academically sound project of interest to the student in consultation with a monitoring faculty member. Depending on the scope and depth of research, from one to four credits may be earned for successful completion of this course.
9. Suggested Approximate Class Size: Not to exceed 7 students in any semester
10. Content Outline: Graduate Research Course in an HSM curriculum area to be mutually determined by Instructor and Student
11. Learning Goals: Implementation of research skills including research problem statement, hypothesis selection and testing, methodological techniques, critical literature review, policy analysis, and quality of written research paper.
12. Assessment Strategies: Goals to be measured against appropriate educational benchmarks in research construction including problem statement, hypothesis selection and testing, methodological techniques, literature review, policy analysis, and writing standards.
13. Texts: Students are advised to read Lewis G. Irwin, *The Policy Analyst's Handbook*. (London: M.E. Sharpe, 2003) as well as John M. Swales and Christine B. Feak, *Academic Writing for Graduate Students: Essential Tasks and Skills* (2nd Edition) (Ann Arbor: University of Michigan Press, 2004)

University of Baltimore

Document Q—Course Justification

HSMG 709 "Individual Research"

Individual Research courses exist in several programs in the University, including the undergraduate HSMG program, and the MPA Program. In fact, the course description for this program is taken from the description of the same course in the MPA Program, obviously with the program title changed.

Historically, Individual Research courses have been used for two primary functions. On occasion, students will have a desire or opportunity to study a subject for which there is no existing class, and not enough student interest to justify the creation of a Special Topics course. This rubric allows the student and a monitoring faculty member to create an individualized project and methods to evaluate student success.

The second historical use of an Individual Research course is as an "escape valve" for scheduling problems. On occasion, a few students might need a course to graduate, but it is not offered, or there is not sufficient enrollment. In those cases, Individual Research can be used as a method to allow the students to complete the requirement without triggering the need to justify the course on the basis of adequate enrollment.