

**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> Catherine Albrecht	<b>Phone:</b> 5328
<b>DEPARTMENT / DIVISION:</b> Legal, Ethical, and Historical Studies		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected): Renumber HIST 317: Early America to HIST 111: Early America. HIST 111 will be a general education course. HIST 317 will no longer be a distribution requirement for the History major.		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2008		

<b>Box 1: TYPE OF ACTION</b>	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input checked="" 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>	NOP	a, c, e	AC
	2. Course Title	NO		ABCD
	3. Course Credits	NO		ABCD
<input checked="" type="checkbox"/>	4. Course Number	NO		ABCD
<input checked="" type="checkbox"/>	5. Course Level	NO		ABCD
	6. Pre & Co-Requisite	NO		ABCD
<input checked="" type="checkbox"/>	7. Course Description	NOP		ABCDEF
	8. New Course	NOP		ABCDEF
	9. Deactivate a Course	NO		ABCDEF
<input checked="" type="checkbox"/>	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 <sup>9</sup>	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	ABCDEFHJL
	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFHJL
	18. Program Termination	NO, 10	d, e	ABCDEFHIK
	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
	20. Other	Varies	Varies	Varies

<b>Box 4: DOCUMENTATION (check boxes of documents included)</b>					
<input checked="" type="checkbox"/>	N. This Cover Sheet	<input type="checkbox"/>	Q. Full 5-page MHEC Proposal	<input type="checkbox"/>	T. Other
<input checked="" type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	R. Financial Tables (MHEC)	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	P. Course Definition Document	<input type="checkbox"/>	S. Contract	<input type="checkbox"/>	

- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- 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.
- 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)
- One-page letter with description and rationale (MHEC requirement)
- 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)
- Learning objectives, assessment strategies; fit with UB strategic plan
- Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
- 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.

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"/>
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
Renumber HIST 317: Early America to HIST 111: Early America. HIST 111 will be a general education course. HIST 317 will no longer be a distribution requirement for the History major.

10. Provide:
- evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
  - proposed date after which no new students will be admitted into the program;
  - accommodation of currently enrolled students in the realization of their degree objectives;
  - treatment of all tenured and non-tenured faculty and other staff in the affected program;
  - reallocation of funds from the budget of the affected program; and
  - 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 <input checked="" type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: <i>Stephen LaBush</i>	5/18/07
b. OTS <i>attachmt</i> <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee: <i>Judith A. Wood</i>	5/18/07
c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: <i>Christine Pedersen</i>	5/18/07
d. Admissions <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: <i>Joan J. Arson</i>	5/18/07 ←
e. Records <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee: <i>J. D. Miller</i>	5/14/07

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: <i>D. Mulcahey</i>	4/25/07
B. Final faculty review body within each School	Chair: <i>Joseph L. ...</i>	10/11/07
C. College Dean	Dean: <i>Jay W. ...</i>	10/29/07
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Robert M. ...</i>	11/04/07
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Doty ...</i>	11/6/07
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	

**Input Statement**

**For Admissions: Any program changes can impact recruitment literature and/or course catalogs.**

OTS makes the assumption that the development of online course materials (Web Tycho) are not necessary and these will be delivered with traditional classroom instruction methods ( i.e. no remote locations and not video-taped or archived). Given these assumptions, there should not be any impact.

## IMPACT ON LIBRARY OF NEW AND REVISED HISTORY COURSES

After discussion with Prof. Albrecht of the Legal, Ethical, and Historical Studies department I am certifying that these changes **will not** have a major impact on the Library.

Steve LaBash  
Director  
Langsdale Library  
[slabash@ubalt.edu](mailto:slabash@ubalt.edu)  
410.837.4269

## 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.

**General Education Approval Record**

**College of Liberal Arts**

*(to be used for "certifying" new and existing courses; use information about proposed course)*

Course: Subject and Number (e.g., MATH 208) HIST 111

Course Name: Early America

Division sponsoring the course: Division of Legal, Ethical & Historical Studies

THIS COURSE SATISFIES 3 CREDITS OF THE **HUMANITIES- History** GENERAL EDUCATION REQUIREMENT.

This course meets the following learning objectives of that general education requirement:

- Engage [effectively] in oral and written expression
- Read and listen [with comprehension]
- Reason abstractly and think critically
- Recognize and appreciate cultural diversity
- Nurture good citizenship and personal responsibility
- Demonstrate a capacity for and exercise of creativity (including new and original interpretations)
- Think chronologically, comprehend complex historical events, and distinguish between summary and analysis
- Ask the kinds of questions historians ask;
- Read and interpret different types of historical documents contextually
- Create and interpret historical narratives, and distinguish among truth, lies, fiction, and distortion in competing narratives.

Marguerite C. Weber

May 1, 2007

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Signature (Marguerite Weber)

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date

**DOCUMENT O: SUMMARY PROPOSAL**

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> Catherine Albrecht	<b>Phone:</b> 5328
<b>DEPARTMENT / DIVISION:</b> Legal, Ethical, and Historical Studies		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state action item 1-23 and course name & number or program affected):		
Renumber HIST 317: Early America to HIST 111: Early America. HIST 111 will be a general education course. HIST 317 will no longer be a distribution requirement for the History major.		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2008		

**O-1: Briefly describe what is being requested:**

- (1) Renumber HIST 317: Early America to HIST 111: Early America
- (2) Affirm that the course fulfills Humanities (History/Philosophy) general education requirement at the University of Baltimore
- (3) Modify History program requirements to eliminate distribution requirement in American History since neither HIST 317 nor HIST 318 will be offered at the upper-division level or required for the degree.

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

<b>OLD Title:</b> Early America	<b>Course # / HEGIS Code:</b> HIST 317	<b>Credits:</b> 3
<b>NEW Title:</b> Early America	<b>Course # / HEGIS Code:</b> HIST 111	<b>Credits:</b> 3

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

HIST 318: Modern America has already been renumbered as HIST 112 and will be taught in a Fall 2007 learning community. The proposed change is consistent with the change that has already been approved.

HIST 317 and HIST 318 were redundant for History majors who had already taken a U.S. history survey course at the lower-division level.

History majors already take a preponderance of courses in American history at UB, and this distribution requirement has not served the students well.



University of Baltimore

## **Document P: Required Format for Course Definition Document**

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Include in your course definition items one through 15 using as much space as needed.

- I. Date Prepared: April 12 , 2007
- II. Prepared by: Catherine Albrecht
- III. Department: Legal, Ethical, & Historical Studies
- IV. Course Number(s), including HEGIS code(s): HIST 111
- V. Course Title: Early America
- VI. Credit Hours: 3
- VII. Catalog Description (Paragraph should reflect general aims and nature of the course):  
*This course fulfills the humanities (history/philosophy) general education requirement at the University of Baltimore. This course focuses on the history of the United States to 1860 with emphasis on large-scale social and cultural phenomena such as the origin and impact of colonial migration, the forming of regional identities, the role of political ideologies, and the influence of social movements.*
- VIII. Prerequisites: None
- IX. Faculty qualified to teach course: Carney, Elfenbein, Nix
- X. Course Type / Component ( clinical, continuance, discussion, field studies, independent study, laboratory, lecture, seminar, supervision, thesis research, workshop): Lecture
- XI. Suggested approximate class size: 25-30.
- XII. Content Outline: The course will cover European settlement of the American colonies, the cultures of the colonies, the causes and consequences of the American Revolution, and the economic, social, and political development of the United States up to the outbreak of the Civil War.
- XIII. Learning Goals:

1. Students will learn the basic components of early American history, including major trends, events, and individuals prominent before 1860.
2. Students will learn how to analyze historical phenomena within the American context.
3. Students will read and analyze different sorts of historical texts (primary documents, secondary sources, visual representations, material culture, and so forth).
4. Students will develop their writing and oral communication skills through class assignments.

XIV. Assessment Strategies:

- (1) Short analytical papers.
- (2) Short research projects
- (3) Quizzes and examinations

XV. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc.)

XVI. Recommended Texts

Any appropriate U.S. History textbook, plus primary sources related to the topics.