

**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> Peggy Potthast | <b>Phone:</b> x5342 |
| <b>DEPARTMENT / DIVISION:</b> YGCLA Office of the Dean   |                                     |                     |
| <b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):<br>#9. Deactivate IDIS 303- The Modern City |                                     |                     |
| <b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007                                      |                                     |                     |

|                               |                                     |   |                                   |                                |
|-------------------------------|-------------------------------------|---|-----------------------------------|--------------------------------|
| <b>Box 1: TYPE OF ACTION</b>  | ADD(NEW) <input type="checkbox"/>   | DEACTIVATE <input checked="" type="checkbox"/>    | MODIFY <input 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"/> |

| <b>Box 3: ACTION ITEM</b><br>(check appropriate boxes) |  | <b>DOCUMENTS REQUIRED</b><br>(see box 4 below) | <b>IMPACT REVIEWS</b><br>(see box 5 on back) | <b>APPROVAL SEQUENCE</b><br>(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  |
|  | 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  |
| x  | 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 <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> |                               |                              |          |
|---|-------------------------------|------------------------------|----------|
| 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                  |          |

- 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 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)**

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| <b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected): |
| #9. Deactivate IDIS 303- The Modern City   |

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<br><input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached              | Director or designee:                              |      |
| b. OTS<br><input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached                  | CIO or designee:                                   |      |
| c. University Relations<br><input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached | Director or designee:                              |      |
| d. Admissions<br><input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached           | Director or designee:                              |      |
| e. Records<br><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>Margaret J. Potthast</i>                                      | <i>3/30/07</i> |
| B. Final faculty review body within each School           | Chair: <i>Joseph L. [Signature]</i>                                     | <i>4/26/07</i> |
| C. College Dean   | Dean: <i>Loy W. [Signature]</i>   | <i>4/26/07</i> |
| D. Provost and Senior Vice President for Academic Affairs | Provost: <i>Judith A. [Signature]</i>                                   | <i>5/3/07</i>  |
| E. Curriculum Review Committee (UFS subcommittee)         | Chair: <i>Mynululu [Signature]</i>                                      | <i>5/1/07</i>  |
| 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**

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| <b>DEPARTMENT / DIVISION:</b> YGCLA Office of the Dean   |                                     |                     |
| <b>SHORT DESCRIPTION OF PROPOSAL</b> (state action item 1-23 and course name & number or program affected):                |                                     |                     |
| #9. Deactivate IDIS 303- The Modern City   |                                     |                     |
| <b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: |                                     |                     |

O-1: Briefly describe what is being requested:

We ask to deactivate this course

|  |  |                   |
|--|--|-------------------|
| For new courses or changes in existing courses (needed by Registrar) |  |                   |
| <b>OLD Title:</b> The Modern City                                    | <b>Course # / HEGIS Code:</b> IDIS 303 | <b>Credits:</b> 3 |
| <b>NEW Title:</b>  | <b>Course # / HEGIS Code:</b>          | <b>Credits:</b>   |

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

This course has not been offered in the last 5 years.