

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"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Michele Cotton	Phone: 410-837-5320
DEPARTMENT / DIVISION: Legal, Ethical and Historical Studies		
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable):		
8. New Course: Add LEST 617 Administrative Law		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

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: 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	ABCDEFHIK
	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)			
<input type="checkbox"/>	N. This Cover Sheet	<input type="checkbox"/>	Q. Full 5-page MHEC Proposal
<input type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	R. Financial Tables (MHEC)
<input type="checkbox"/>	P. Course Definition Document	<input type="checkbox"/>	S. Other documents as may be required by MHEC/ USM. See http://www.ubalt.edu/downloads/program_approval_Grid-USM-10-07.doc
<input type="checkbox"/>		<input type="checkbox"/>	T. Other

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/Section11111702.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)

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PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library X No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS X No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations X No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions X No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records X No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: <i>Thomas E. Carvey</i>	4 Nov. 09
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: <i>Margaret J. Pothart</i>	11-23-09
D. College Dean	Dean: <i>Raymond T. ...</i>	11/24/09
E. Provost and Senior Vice President for Academic Affairs	Provost: <i>J. ...</i>	11/1/09
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 X	Contact Name: Michele Cotton	Phone: 410-837-5320
DEPARTMENT / DIVISION: Legal, Ethical and Historical Studies		
SHORT DESCRIPTION OF PROPOSAL (State Document N, Box 3, action item and program name OR course name, code, & number as applicable):		
8. New Course: Add LEST 617 Administrative Law		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall X Spring <input type="checkbox"/> Year: 2010		

O-1: Briefly describe what is being requested:

We would like to add a course, LEST 617 Administrative Law, to our catalogue.

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

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title: Administrative Law	Course # / HEGIS Code: LEST 617	Credits: 3

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

Administrative law is an area of particular interest to LEST students, as many of them currently work in jobs for which such knowledge is useful. In addition, the Professor who will be teaching the course, Michael Moran, would also like to be able to offer an occasional Government Contracting course (which we will first test out as a special topics course), for which there is already a student constituency of which he is aware, and these students will need a prerequisite knowledge of administrative law in order to take such a course. Administrative Law was taught once as a special topics course in LEST, in 2006, and was cross-listed with PUAD, drawing students from both LEST and PUAD. At one time, PUAD had offered a course, PUAD 740, Administrative Law and Regulation, which was also an "other discipline elective" for LEST students. However, PUAD has not offered this course since 2001. I contacted Sam Brown at PUAD (and cc'd Laura-Wilson Gentry) about whether they planned to offer PUAD 740 again, and Prof. Brown said that it was fine with them if we offered the course through LEST. If the Administrative Law course is approved for LEST, we would notify PUAD, so that they could decide whether they would like to offer it as an elective or cross-list option for their students as well.

University of Baltimore

DOCUMENT P: Required Format for Course Definition Document

1. Date Prepared Nov. 4, 2009
2. Prepared by Michele Cotton and Michael Moran
3. Department/Division Legal, Ethical and Historical Studies
4. Course Number(s) LEST 617
5. Course Title Administrative Law
6. Credit Hours 3
7. Catalog Description (Paragraph should reflect general aims and nature of the course)

LEST 617. Administrative Law (3). The history, function, and powers of administrative agencies. The course will cover administrative agencies on the federal level and parallel state and local government level. It will examine the function of administrative agencies generally, including their rule-making and adjudicative powers, and practice and procedure before such agencies. The course will also look at judicial review of administrative agency decisions.

8. Prerequisites None
9. Course Purpose (How the course is to be used in the curriculum, e.g, required for major)

This course will be one of the Principles in Action courses that students may use to satisfy the requirements for the Masters degree.

10. General Education area, if applicable (i.e., social sciences, humanities, science, etc.) NA
11. Course Type / Component Lecture
12. Faculty qualified to teach the course Michael Moran (adjunct)
13. Content Outline

The course will cover the background and history of the origin and development of administrative agencies, and their role and importance in our system of government generally. It will examine the organization of administrative agencies on the federal level and the parallel state and local government levels.

Students will also learn about practice and procedure before administrative agencies. The course will include examination of the functions of administrative agencies generally, including their powers of formal and informal rule-making, investigatory and subpoena power, and adjudicative power.

The course will also address judicial review of administrative agency decisions, such as the timing and scope of review, and deference accorded to agency decisions by the judiciary at federal, state, and local levels.

14. Learning Goals

Students will be expected to:

1. Demonstrate an understanding of the role and importance of administrative agencies in our system of government generally.
2. Demonstrate an understanding of how administrative agencies make rules and adjudicate controversies within their jurisdiction.
3. Apply administrative agency rules and principles to factual situations to determine likely outcome.
4. Evaluate administrative rule-making and adjudication as they comport with or do not comport with due process requirements and the separation of powers on a federal, state, and local level, as well as with theories used to justify the exercise of adjudicatory powers.

[These objectives are derived from the Learning Goals established for the LEST program, particularly Goal 2, Analyze enacted law and judicial opinions using the common law method at a moderate to advanced level, and Goal 5, Recognize legal principles as they apply to fact patterns encountered in contemporary professional, civil, and personal life at a moderate to advanced level.]

15. Assessment Strategies

Students may be evaluated through midterm and final examination or midterm and final paper, as well as class participation. Assessments may require students to demonstrate their achievement of the learning goals above through questions that call for describing and applying the concepts learned to hypothetical factual situations and project likely outcomes.

16. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc., that student must purchase

Asimow & Levin, State and Federal Administrative Law (3d ed.), West Publishers.

17. Suggested class size 20-25.
18. Lab Fees (when applicable) NA