

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: 837-5320
DEPARTMENT / DIVISION: Division of 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):		
2. Course Title, 6. Pre & Co-Requisite, and 7. Course Description: LEST 625 Special Topics in Applied Ethics		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2011		

Box 1: TYPE OF ACTION	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input checked="" 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
X	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
X	6. Pre & Co-Requisite	N, O		ABCD
X	7. Course Description	N, O, P		ABCDEF
	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	ABCDEFHJK
	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"/>	T. Other
<input type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	R. Financial Tables (MHEC)	<input type="checkbox"/>	
<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"/>	

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.

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DEPARTMENT / DIVISION: Division of Legal, Ethical and Historical Studies		
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 and program name OR course name, code, & number as applicable):		
2. Course Title, 6. Pre & Co-Requisite, and 7. Course Description: LEST 625 Special Topics in Applied Ethics		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2011		

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. Carney</i>	20 Apr 2010
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: <i>Margaret J. Potthast</i>	4-29-10
D. College Dean	Dean: <i>Ray W. Turner</i>	5/3/10
E. Provost and Senior Vice President for Academic Affairs	Provost: <i>Debbi K. Sawyer (Assoc. Provost)</i>	5/18/10
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:	837-5320
DEPARTMENT / DIVISION: Division of 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):							
2. Course Title, 6. Pre & Co-Requisite, and 7. Course Description: LEST 625 Special Topics in Applied Ethics							
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input type="checkbox"/> Spring X Year: 2011							

O-1: Briefly describe what is being requested:

Change the course title, prerequisites, and course description for LEST 625.

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

OLD Title: Special Topics in Applied Ethics	Course # / HEGIS Code: LEST 625	Credits: 3
NEW Title: Topics in Applied Ethics	Course # / HEGIS Code: LEST 625	Credits: 3

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

The course title should be changed simply to make it consistent with the other similar "catchall" courses in the program, which are LEST 605 Areas of Law and LEST 610 Legal Topics.

The prerequisites should be eliminated to make the course consistent with its intended audience. The existing course description indicates that the course is "of interest to students in law, human services, public administration, business, health care and other fields." But the course as currently described also has three prerequisites, preventing it from being in fact accessible to students in other programs.

The course description needs to be changed to make it less restrictive. As a catchall course, the title is intended to properly advertise a wide range of courses using applied ethics, and the existing description is too specific to accurately reflect all of them.

University of Baltimore

DOCUMENT P: Required Format for Course Definition Document

See Course and Program Development Policy and Procedures for Instructions

- | | | |
|----|--|---|
| 1. | Date Prepared | April 8, 2010 |
| 2. | Prepared by | Michele Cotton |
| 3. | Department/Division | Division of Legal, Ethical and Historical Studies |
| 4. | Course Number(s), including HEGIS code(s) | LEST 625 |
| 5. | Course Title | Special Topics in Applied Ethics (to be changed) |
| 6. | Credit Hours | 3 |
| 7. | Catalog Description (Paragraph should reflect general aims and nature of the course) | |

Proposed revised catalogue language:

LEST 625 Topics in Applied Ethics (3) Varying course offering that explores a particular topic in applied ethics. Course may be repeated for credit where topic differs.

Existing catalogue language:

LEST 625 Special Topics in Applied Ethics (3) Intensive exploration of current topics in applied ethics of interest to students in law, human services, public administration, business, health care and other fields. Includes advanced study of ethical theory as well as its application to contemporary human problems. Topics vary from semester to semester. prerequisites: LEST 501, LEST 507 and LEST 508 or permission of program director

- | | | |
|-----|--|--|
| 8. | Prerequisites | LEST 501, 507, and 508 (to be changed) |
| 9. | Course Purpose | Elective |
| 10. | General Education area, if applicable (i.e., social sciences, humanities, science, etc.) | NA |
| 11. | Course Type | Lecture |
| 12. | Faculty qualified to teach the course | Varies |
| 13. | Content Outline | Varies |
| 14. | Learning Goals | Vary |
| 15. | Assessment Strategies | Vary |
| 16. | Suggested Text(s) and Materials | Vary |
| 17. | Suggested class size | 20 |
| 18. | Lab Fees (when applicable) | NA |

University of Baltimore

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See Course and Program Development Policy and Procedures for Instructions

- | | | |
|----|--|---|
| 1. | Date Prepared | April 8, 2010 |
| 2. | Prepared by | Michele Cotton |
| 3. | Department/Division | Division of Legal, Ethical and Historical Studies |
| 4. | Course Number(s), including HEGIS code(s) | LEST 625 |
| 5. | Course Title | Special Topics in Applied Ethics (to be changed) |
| 6. | Credit Hours | 3 |
| 7. | Catalog Description (Paragraph should reflect general aims and nature of the course) | |

Proposed revised catalogue language:

LEST 625 Topics in Applied Ethics (3) Varying course offering that explores a particular topic in applied ethics. Examples of such topics include responsibility, international legal ethics, and legal ethics in film. Course may be repeated for credit where topic differs.

Existing catalogue language:

LEST 625 Special Topics in Applied Ethics (3) Intensive exploration of current topics in applied ethics of interest to students in law, human services, public administration, business, health care and other fields. Includes advanced study of ethical theory as well as its application to contemporary human problems. Topics vary from semester to semester. prerequisites: LEST 501, LEST 507 and LEST 508 or permission of program director

- | | | |
|-----|--|--|
| 8. | Prerequisites | LEST 501, 507, and 508 (to be changed) |
| 9. | Course Purpose | Elective |
| 10. | General Education area, if applicable (i.e., social sciences, humanities, science, etc.) | NA |
| 11. | Course Type | Lecture |
| 12. | Faculty qualified to teach the course | Varies |
| 13. | Content Outline | Varies |
| 14. | Learning Goals | Vary |
| 15. | Assessment Strategies | Vary |
| 16. | Suggested Text(s) and Materials | Vary |
| 17. | Suggested class size | 20 |
| 18. | Lab Fees (when applicable) | NA |