

UNIVERSITY OF BALTIMORE
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: Kendra Kopelke Phone: 410-837-6026
DEPARTMENT / DIVISION: School of Communications Design
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
MFA/CWPA: Change the publishing requirement from 3 courses to 2 courses; Item 10.
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007

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	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		ABCD
	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 ⁹	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	ABCDEFHIL
	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	ABCDEFHJK
	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
	20. Other	Varies	Varies	Varies

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

1. Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
2. Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
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 (MHEC requirement)
5. One-page letter with description and rationale (MHEC requirement)
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. (MHEC requirement)
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. (MHEC requirement)
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.

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA X
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
MFA/CWPA: Change the publishing requirement from 3 courses to 2 courses; Item 10.

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 procedures for authorized signers)	SIGNATURES (see	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee: <i>Judith A. Wood</i>	<i>10/12/06</i>
c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: <i>William Kline</i>	<i>10-12-06</i>
d. Admissions <i>Same as above</i> <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: <i>Joan J. Aronson</i>	<i>10-12-06</i>
e. Records <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee: <i>J. Deane</i>	<i>10-16-06</i>

Box 6: APPROVAL SEQUENCE APPROVAL SIGNATURES		DATE
A. Department / Division	Chair: <i>Ed Wood</i>	<i>10/17/06</i>
B. Final faculty review body within each School	Chair: <i>Margaret J. Potthast</i>	<i>11/14/06</i>
C. College Dean	Dean: <i>Ray W. Pinn</i>	<i>11/20/06</i>
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Andrew M. Fardull</i>	<i>11/27/06</i>
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Myrlell Gillegun</i>	<i>12/4/06</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	

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.

These concerns apply to Admissions
as well and have been noted.

Thanks!

Joan J. Arson

10/12/06

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 <input checked="" type="checkbox"/>	Contact Name: Kendra Kopelke	Phone: 410-837-6026
DEPARTMENT / DIVISION: School of Communications Design		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
MFA/CWPA: Change the publishing requirement from 3 courses to 2 courses; Item 10.		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

O-1: Briefly describe what is being requested:

We propose changing the current requirement of three publishing courses (9 credits) to two publishing courses (6 credits).
 The current requirement is
 PBDS Literary Publishing (3)
 PBDS Getting Published: Electronic (3)
 And ONE of the following:
 PBDS Getting Published: Print (3)
 PBDS Creating the Journal (3)

We propose dropping PBDS Getting Published/Electronic and adding it to the other two courses from which students may choose. The new requirement will read
 PBDS Literary Publishing (3)
 And ONE of the following:
 PBDS Getting Published: Print (3)
 PBDS Getting Published: Electronic (3)
 PBDS Creating the Journal (3)

For new courses or changes in existing courses (needed by Registrar)		
OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title:	Course # / HEGIS Code:	Credits:

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

- Given the current and projected MFA/CWPA program enrollments, it's impossible to offer all of the publishing courses regularly.
- PBDS 795 *Final Seminar in Creative Writing & Publishing* includes a substantial publishing arts component, involving both instruction and practice, related to students' thesis projects.
- Because increasing numbers of new students come into the program with sophisticated electronic design and production skills, PBDS 781/Getting Published: Electronic, is no longer essential for all students and therefore should not be required.

MFA/Creative Writing & Publishing Arts
 Summary of Proposed Curriculum Changes
 October 5, 2006

CURRENT	PROPOSED	REASON
<p>Three required publishing courses (9cr): PBDS 780 Literary Publishing (3) PBDS 781 Getting Published: Electronic (3) Choose ONE: PBDS 782 Creating the Journal (3) PBDS 783 Getting Published: Print (3)</p>	<p>Two required publishing courses (6cr): PBDS 780 Literary Publishing (3) Choose ONE: PBDS 781 Getting Published: Electronic (3) PBDS 782 Creating the Journal (3) PBDS 783 Getting Published: Print (3)</p>	<ol style="list-style-type: none"> 1. Given the current and projected program enrollments, it's impossible to offer all of the publishing courses regularly. 2. PBDS 795 <i>Seminar in Creative Writing & Publishing</i> includes a substantial publishing arts component, involving both instruction and practice, related to students' thesis projects. 3. Because increasing numbers of new students come into the program with sophisticated electronic design and production skills, PBDS 781/Getting Published: Electronic, is no longer essential for all students and therefore need not be required.
<p>PBDS 620 Creativity: Ways of Seeing (6cr required)</p>	<p>Reduce course from six to three credits.</p>	<ol style="list-style-type: none"> 1. When the creative writing specialization was created within the Publications Design program in the 1990's, a certain number of courses had to remain the same or at least offer experiences parallel to the principal program in order to stay within state guidelines. PBDS 620 <i>Creativity: Ways of Seeing</i> was originally designed as a

		<p>parallel course to the 6-credit PBDS 601 <i>Words & Images: Creative Integration</i>, required of students in the Publications Design program's principal track. When we replaced the creative writing specialization with the MFA in Creative Writing and Publishing Arts, we kept this course in order to accommodate students who were in the M.A. specialization as well as the MFA. Now that the M.A. specialization has been completely phased out, there is no longer a need to offer the course in its original incarnation.</p> <p>2. As the MFA student population has shifted from Publications Design students transferring over to students coming to UB specifically for the MFA, often just out of undergraduate creative writing programs, they want to begin with two courses. Because the foundation course is six credits, that precludes many of them from taking an additional course.</p> <p>3. Changing the course from six to three credits will give us more flexibility in scheduling and staffing the course.</p>
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<p>Two three-credit writing workshops from among the following:</p> <p>PBDS 622 Fiction Workshop PBDS 623 Poetry Workshop PBDS 624 Workshop in Novel Writing PBDS 626 Literary Non-fiction PBDS 627 Memoir Workshop PBDS 628 Screenwriting</p>	<p>Two three-credit writing workshops <i>in the same genre</i>.</p>	<p>1. As the MFA/CWPA program attracts more highly qualified and ambitious students, those students expect to be able to concentrate more intensively in their particular genre (fiction, poetry, etc.). By requiring two workshops in one genre, students can develop their writing abilities in the particular genre they are working in, thus increasing the likelihood that they will produce publishable work. (Students with secondary interests in other genres will be able to take workshops in those genres as electives.)</p> <p>*Our intent is to replace one of these three-credit elective courses with an advanced writing workshop when the enrollment can justify offering additional sections. Meanwhile, students will be able to repeat a workshop when it has a different instructor.</p>
<p>Electives: 9 cr.</p>	<p>Electives: 15 cr.</p>	<p>1. This 6-credit increase in electives will compensate for the 6 credits of requirements dropped, keeping the MFA at 48 credits.</p> <p>2. Currently, most students have to take Workshop in Graphic Communication in preparation for Typography, which only leaves them with 6 credits of electives. The proposed increase will allow them to take additional courses in their areas of</p>

		<p>interest.</p> <p>3. Additionally, this change will enable us to offer a wider array of occasional electives, perhaps as one-time-only topics courses, perhaps taught by interesting adjuncts, in various areas of publishing arts and creative writing.</p>
<p>Current MFA/CWPA Curriculum</p> <p>PBDS 620 Creativity: Ways of Seeing (6 credits)</p> <p>Two of the following writing courses (6)</p> <p>PBDS 622 Fiction Workshop PBDS 623 Poetry Workshop PBDS 624 Workshop in novel Writing PBDS 626 Literary Non-fiction PBDS 627 Memoir Workshop PBDS 628 Screenwriting</p> <p>PBDS 645 Typographic Form and Fncion (3)</p> <p>PBDS 780 Literary Publications (3) PBDS 781 Getting Published: Electronic (3)</p> <p>One of the following publishing courses (3): PBDS 782 Creating the Journal (3) PBDS 783 Getting Published: Print (3)</p>	<p>Proposed MFA/CWPA Curriculum</p> <p>PBDS 620 Creativity: Ways of Seeing (3 credits)</p> <p>Two three-credit writing workshops <i>in the same genre</i> (6)*</p> <p>PBDS 622 Fiction Workshop PBDS 623 Poetry Workshop PBDS 624 Workshop in Novel Writing PBDS 626 Literary Non-fiction PBDS 627 Memoir Workshop PBDS 628 Screenwriting</p> <p>*Students may repeat one of the above genre workshops with permission.</p> <p>PBDS 645 Typographic Form and Function (3)</p> <p>PBDS 780 Literary Publications (3)</p> <p>One of the following publishing courses (3): PBDS 781 Getting Published: Electronic (3) PBDS 782 Creating the Journal (3)</p>	

<p>PBDS 785 Advanced Creative Wrtg Wkshp (3) PBDS 786 Experimental Forms (3) PBDS 787 Seminar in Literature and Writing (3) PBDS 795 Seminar in Creative Writing and Publishing (6)</p> <p>Electives (9 credits) With the advice of your advisor, choose three PBDS courses.</p>	<p>PBDS 783 Getting Published: Print (3)</p> <p>PBDS 785 Advanced Creative Wrtg Wkshp (3) PBDS 786 Experimental Forms (3) PBDS 787 Seminar in Literature and Writing (3) PBDS 795 Seminar in Creative Writing and Publishing (6)</p> <p>Electives (15 credits) With the advice of your advisor, choose three ^{five} PBDS courses.</p>	
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