

**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 checked="" type="checkbox"/> YGCLA <input type="checkbox"/>	Contact Name: <b>Marilyn Oblak</b>	Phone: <b>x5260</b>
<b>DEPARTMENT / DIVISION:</b> <i>Management and International Business</i>		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable):		
<b>12. Add minor in Business Management</b>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: <b>2010</b>		

<b>Box 1: TYPE OF ACTION</b>	ADD(NEW) <input checked="" type="checkbox"/>	DEACTIVATE <input 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> (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>	N, O, P	a, c, e	AC
2. Course Title	N, O		ACD
3. Course Credits	N, O, (P)		ACD
4. Course Number	N, O		ACD
5. Course Level	N, O		ACD
6. Pre & Co-Requisite	N, O		ACD
7. Course Description	N, O, P		ABCDEF
8. New Course	N, O, P		ABCDEF
9. Deactivate a Course	N, O		ACDEF
10. Program Requirements	N, O	(b, c, d, e)	ACDEF
11a. UG Specialization (24 credits or less)	N, O	a, b, c, d, e	ACDEF
11b. Masters Specialization (12 credits or less)	N, O	a, b, c, d, e	ACDEF
11c. Doctoral Specialization (18 credits or less)	N, O	a, b, e	ACDEF
<b>X</b> 12. Minor (add or delete)	N, O	a, b, c, d, e	ACDEF
13. Closed Site Program	N, O	e	ACDEIL
14. Program Suspension	N, O, S	a, e	ACDEFGIJL
15. Program Reactivation	N, O		
16a. Certificate Program (ug/g) exclusively within existing degree program	N, O	a, c, e	ACDEFJIM
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	ACDEFIKM
17. Off-Campus Delivery of Existing Program	N, O, S	a, b, c, e	ACDEJM
18a. UG Concentration (exceeds 24 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
18b. Masters Concentration (exceeds 12 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
18c. Doctoral Concentration (exceeds 18 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
19. Program Title Change	N, O, S	a, c, d, e	ACDEFGIKM
20. Program Termination <sup>2</sup>	N, O, S	d, e	ACDEFGIKM
21. New Degree Program <sup>3</sup>	N, O, Q, R, S	a, c, d, e	ACDEFGIKM
22. Other	Varies	Varies	Varies

<b>Box 4: DOCUMENTATION (check boxes of documents included)</b>			
<b>X</b>	N. This Cover Sheet	Q. Full 5-page MHEC Proposal	T. Other
<b>X</b>	O. Summary Proposal	R. Financial Tables (MHEC)	
	P. Course Definition Document	S. Other documents as may be required by MHEC/ USM. See <a href="http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx">http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx</a>	

<sup>1</sup> Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.  
<sup>2</sup> 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.  
<sup>3</sup> 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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<b>DEPARTMENT / DIVISION:</b> <i>Management and International Business</i>
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 and program name OR course name, code, & number as applicable):
<b>12. Add minor in Business Management</b>
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: <b>2010</b>

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <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>Tigi Mershen</i>	<i>12/18/09</i>
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: <i>[Signature]</i>	
D. College Dean	Dean: <i>[Signature]</i>	<i>2/4/10</i>
E. Provost and Senior Vice President for Academic Affairs	Provost: <i>[Signature]</i>	<i>3/8/10</i>
F. Curriculum Review Committee (UFS subcommittee)	Chair: <i>[Signature]</i>	
G. University Faculty Senate (UFS option)	Chair:	
H. University Council <sup>4</sup>	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	

<sup>4</sup> 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

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/>	Contact Name: <b>Tigi Mersha / Marilyn Oblak</b>	Phone: <b>x5260</b>
<b>DEPARTMENT / DIVISION:</b> <i>Management and International Business</i>		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N, Box 3, action item and program name OR course name, code, & number as applicable):		
<b>12. Add minor in Business Management</b> <b>CLA (all majors)</b>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall, 2010		

O-1: Briefly describe what is being requested:

**TARGET:** Students in Liberal Arts who are interested in acquiring a general knowledge of the fundamental language, culture and practices of business.

**Submitter:** Dr. Tigi Mersha, Department Chair Management and International Business

**ADMISSION REQUIREMENTS:** Students who have completed 24 credit hours with a 2.5 cumulative GPA may file an application for the minor in the Merrick School of Business.

**GRADUATION REQUIREMENTS:** To graduate with a minor in the Merrick School of Business a student must earn a "C" in all courses applied to the minor.

**DEGREE REQUIREMENTS:****Required Courses (12 cr)**

ACCT 201 Introduction to Financial Accounting (3)  
 ECON 200 The Economic Way of Thinking (3)  
 MGMT 301 Management and Organizational Behavior (3)  
 MKTG 301 Introduction to Marketing (3)

**Electives (3 cr) Choose at least *one* of the following:**

ENTR 300 The Entrepreneurial Experience (3)      (*new title, revised course*)  
 FIN 300 Personal Finance  
 INSS 300 Management Information Systems (3)  
 MGMT 315 Human Resource Management (3)  
 MGMT 302 Global Business Environment (3)  
 MGMT 498 Global Field Study      (*new course*)

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

<b>OLD Title:</b>	Course # / HEGIS Code:	Credits:
<b>NEW Title:</b>	Course # / HEGIS Code:	Credits:

O-2: Set forth the rationale for the proposal: Provide students in Liberal Arts an introduction to the fundamental language, culture and practices of business.