

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 checked="" type="checkbox"/> YGCLA <input type="checkbox"/>	Contact Name: Tigi Mersha	Phone: x4965
DEPARTMENT / DIVISION: Management and Marketing		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected): Addition of a graduate certificate in Leadership		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2009- 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	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
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 ⁹	NO,5	a, e	ABCDEGIK
<input checked="" type="checkbox"/> 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

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

- 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 USM by 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)

SCHOOL: LAW <input type="checkbox"/> MSB X YGCLA <input type="checkbox"/>
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
Addition of a graduate certificate in Leadership

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 <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: 	10/29/08
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 checked="" type="checkbox"/> Impact statement attached	Director or designee: 	10.29.08
d. Admissions <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Registrar or designee: 	10/29/08

10/30/08
Jan

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Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair:	10/10/08
B. Final faculty review body within each School	Chair:	10/10/08
C. College Dean	Dean:	10/08/08
D. Provost and Senior Vice President for Academic Affairs	Provost:	11/5/08
E. Curriculum Review Committee (UFS subcommittee)	Chair:	
F. University Faculty Senate (UFS option)	Chair:	
G. University Council (see # 11 above)	Chair:	
H. President	President:	7/21/09
I. Board of Regents – notification only		7/22/09
J. Board of Regents – approval		
K. MHEC – notification only		9/22/09
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

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB X YGCLA <input type="checkbox"/>	Contact Name: Tigi Mersha	Phone: x4965
DEPARTMENT / DIVISION: <i>Management and Marketing</i>		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
<i>Addition of a graduate certificate in Leadership</i>		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input type="checkbox"/> Spring X Year: 2009 2010		

O-1: Briefly describe what is being requested:

Addition of a 12 credit hour graduate Certificate in Leadership.

Courses Involved:

- Required Courses: None
- Select any four courses from:

MGMT 600: Leading with Integrity

MGMT 730: Leadership, Learning and Change

MGMT 731: Leadership Seminar

MGMT 732: Leadership: Self-organization in the Firm

MGMT 760: Organizational Creativity, Change and Entrepreneurship (prerequisite: MGMT 600)

Admission Requirements: Current MSB certificate requirements (Application/No GMAT).

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:

The certificate will:

- Allow students with an undergraduate degree to develop skills and become certified in this area.
- Increase enrollment in these courses that are already being offered as part of the MBA program.
- Give students an opportunity to experience graduate education at UB which could lead to applications for the MBA program.

UNIVERSITY SYSTEM OF MARYLAND PROPOSAL FOR

- NEW INSTRUCTIONAL PROGRAM**
- SUBSTANTIAL EXPANSION/MAJOR MODIFICATION**
- COOPERATIVE DEGREE PROGRAM**

University of Baltimore Towson University
Institution Submitting Proposal Institution Submitting Proposal

Fall 2009
Projected Implementation Date

Post Baccalaureate Certificate
Award to be Offered

Certificate in Leadership for Organizations
Title of Proposed Program

Suggested HEGIS Code

Suggested CIP Code

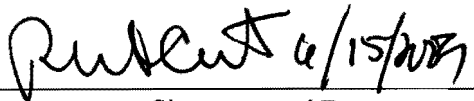
Management and Marketing
Department of Proposed Program

Dr. Tigi Mersha (UB)/ Dr. Tom Basuray (Towson)
Name of Department Head

Dr. Tigi Mersha/Dr. Tom Basuray
Contact Name

tmersha@ubalt.edu
tbasuray@towson.edu
Contact E-Mail Address

410-837-4965/410-704-4626
Contact Phone Number


Signature and Date

President/Chief Executive Approval


Signature and Date

President/Chief Executive Approval

Date

Date Endorsed/Approved by Governing Board

**PROPOSED
University of Baltimore/Towson**

Post Baccalaureate Certificate in Leadership for Organizations

Rationale for the Program

The proposed certificate program would satisfy the specialized, advanced education needs of individuals wanting a certification in leadership. The leadership development program will focus on the most critical issues pertaining to success in operating at the executive level in business.

There are professionals in the Baltimore region, including middle and senior-level executives and other individuals in the private and public sector that are in leadership positions or are being groomed for them that can benefit from this certification. There are also those that may have MBAs with specializations in other functional areas of business that would like some training in leadership to supplement their business skills to whom this certificate will also have appeal.

The certificate will:

- Allow students with an undergraduate degree to develop skills and become certified in this area.
- Increase enrollment in these courses that are already being offered as part of the MBA program.
- Give students an opportunity to experience graduate education at UB/Towson which could lead to applications for the MBA program.
- Give individuals that have an MBA but would like additional training and knowledge as they rise to leadership positions

Educational Objectives

The aim of the certificate is to equip individuals in leadership positions or those with aspirations to such positions with the knowledge, skills and training to effectively lead complex organizations. It is intended to be of value to people with business training and experience as well as those with non-business backgrounds by increasing their understanding of the concepts and tools needed for effective leadership.

Catalog Description

Requirements:

To receive a Certificate in Leadership, a student would be required to complete twelve credit hours of prescribed coursework and maintain a cumulative GPA of not less than 3.000 for courses taken in the certificate program. The coursework must be completed after a student has received a BS/BA or equivalent degree.

The program's curriculum would consist of the following courses, all of which are three credit courses. Completion of any four of these is required to complete the certificate.

MGMT 600: Leading with Integrity
MGMT 730: Leadership, Learning and Change
MGMT 731: Leadership Seminar
MGMT 732: Leadership: Self-organization in the Firm
MGMT 760: Organizational Creativity, Change and Entrepreneurship (prerequisite, MGMT 600)

Application Requirements:

- **Application:** Complete your application online through the UB/Towson website (www.ubtowsonmba.com). Questions about the application should be directed to Carol Abraham, Coordinator of CBE Graduate Services, 410-704-6163.
- **Personal Statement:** Detail your reasons for seeking the certificate, your short- and long-term professional and personal goals, and how you think certificate will help you achieve them. Provide any additional information highlighting unique aspects of your candidacy to the Admissions Committee. Please limit statement to 1,000 words.
- **Transcripts:** Submit one copy of the official transcript from all institutions attended.
- **Letters of Recommendation:** Provide two letters of recommendation addressing your abilities to successfully complete a graduate business program, and indicating what contributions you can make to program.
- **Resume:** Provide a current resume or a list detailing your employment history (including dates, titles, organizational responsibilities, professional memberships and voluntary memberships).

Expected Student Learning Outcomes

1. Develop an understanding of the complexity of the leader's role in effective organizations.
2. Demonstrate techniques of effective leadership and followership so that positive outcomes are achieved while making use of power bases and organizational politics.
3. Strengthen skills in negotiations and conflict resolution to enhance outcomes and promote innovation in organizations.
4. Analyze the strategic management process and the essential role of the firm's leadership in envisioning its future.
5. Critically examine the challenges of leading within a dynamic, diverse, and complex global work environment.
6. Sharpen the ability to predict and identify the occurrence of change in the marketplace, in order to create opportunities and/or avoid the threats of under-the-radar competition.
7. Recognize and tap into the sources of power in the organization.
8. Analyze and assess the impact of personal goals, values, ethics and attitudes on individual and organizational performance.

9. Develop further insight into a participant's purpose and calling in life; understanding leadership from within.

Faculty Resources

All courses in the proposed certificate are existing UB/Towson MBA courses taught in either the MBA core (MGMT 600) or Specialization in Leadership. The faculty qualified to teach courses in the proposed program include several tenured faculty members at the University of Baltimore's Merrick School of Business, Towson's College of Business and Economics, and several experienced adjunct faculty members. Several of these faculty members were responsible for developing the courses and for creating the specialization in Leadership within the MBA program.



MHEC

Creating a state of achievement

cc: JOE WOOD
DARLENE SMITH
STEPH LEVINE
Martin O'Malley
Governor

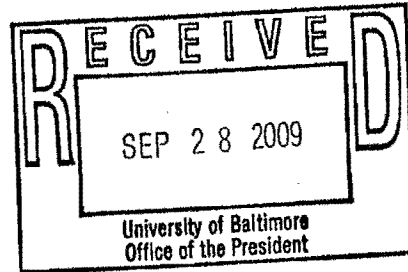
Anthony G. Brown
Lt. Governor

Kevin M. O'Keefe
Chairman

James E. Lyons, Sr.
Secretary of Higher Education

September 22, 2009

Dr. Robert L. Caret
President
Towson University
8000 York Road
Towson, Maryland 21252-0001



Dr. Robert L. Bogomolny
President
University of Baltimore
1420 North Charles Street
Baltimore, Maryland 21201

Dear Drs. Bogomolny and Caret:

The Maryland Higher Education Commission has reviewed a request from Towson University and the University of Baltimore to establish a new Post-Baccalaureate Certificate (PBC) in Leadership for Organizations within the existing Master of Business Administration. I am pleased to inform you that this request has been administratively approved on the recommendation of George W. Reid, Assistant Secretary for Academic Affairs. This decision was based on an analysis of the program in conjunction with the Maryland Higher Education Commission's *Policies and Procedures for Academic Program Proposals* and the *Code of Maryland Regulations*. The program demonstrates potential for success, an essential factor in this decision.

For purposes of providing enrollment and degree data to the Commission, please use the following HEGIS and CIP codes for the endorsed certificate program:

Program Title	Award	HEGIS	CIP
Leadership for Organizations (joint UB w/Towson)	PBC	0506-05	52.0201

Should the program require any substantial changes in the future, please keep the Commission apprised. I wish you continued success.

Sincerely,

James E. Lyons, Sr.
Secretary of Higher Education

JEL:GWR:cc

cc: Ms. Theresa Hollander, USM

MARYLAND HIGHER EDUCATION COMMISSION

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