

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 checked="" type="checkbox"/> YGCLA <input type="checkbox"/>	Contact Name: Deborah Ford	Phone: X4997
DEPARTMENT / DIVISION: MSB – Economics, Finance, and Management Science Department		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):		
6-7. Change of Course Description / Prerequisites: FIN 450 Professional Finance Portfolio affects MSB		
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 checked="" type="checkbox"/>	Graduate <input 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)
<input type="checkbox"/>	1. Experimental Course ¹	NOP	a, c, e	AC
<input type="checkbox"/>	2. Course Title	NO		ABCD
<input type="checkbox"/>	3. Course Credits	NO		ABCD
<input type="checkbox"/>	4. Course Number	NO		ABCD
<input type="checkbox"/>	5. Course Level	NO		ABCD
<input checked="" type="checkbox"/>	6. Pre & Co-Requisite	NO		ABCD
<input checked="" type="checkbox"/>	7. Course Description	NOP		ABCD
<input type="checkbox"/>	8. New Course	NOP		ABCDEF
<input type="checkbox"/>	9. Deactivate a Course	NO		ABCDEF
<input type="checkbox"/>	10. Program Requirements	NO	b, c, d, e	ABCDEF
<input type="checkbox"/>	11a. UG Specialization (24 credits or less)	NO	a, b, c, d, e	ABCDEF
<input type="checkbox"/>	11b. Masters Specialization (12 credits or less)	NO	a, b, c, d, e	ABCDEF
<input type="checkbox"/>	11c. Doctoral Specialization (18 credits or less)	NO	a, b, e	ABCDEF
<input type="checkbox"/>	12. Closed Site Program	NOT	e	ABCDHIK
<input type="checkbox"/>	13. Program Suspension ⁹	NO,5	a, e	ABCDEGIK
<input type="checkbox"/>	14a. Certificate Program (ug/g) exclusively within existing degree program	NO	a, c, e	ABCDEFHIK
<input type="checkbox"/>	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
<input type="checkbox"/>	15. Off-Campus Delivery of Existing Program	NO, 4	a, b, c, e	ABCDHIL
<input type="checkbox"/>	16a. UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	18. Program Termination	NO, 10	d, e	ABCDEFHIK
<input type="checkbox"/>	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	20. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)					
<input checked="" type="checkbox"/>	N. This Cover Sheet	<input type="checkbox"/>	Q. Full 5-page MHEC Proposal	<input type="checkbox"/>	T. Other
<input checked="" 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. 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)

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SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):			
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10. Provide:
- a. evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
 - b. proposed date after which no new students will be admitted into the program;
 - c. accommodation of currently enrolled students in the realization of their degree objectives;
 - d. treatment of all tenured and non-tenured faculty and other staff in the affected program;
 - e. reallocation of funds from the budget of the affected program; and
 - f. 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 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>Deborah Ford</i>	4/2/07
B. Final faculty review body within each School	Chair: <i>Joe A. Dran</i>	3/29/07
C. College Dean	Dean: <i>Susan Zaen</i>	3/29/07
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Jada Mandell</i>	4/3/07
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Michael Gallego</i>	4/3
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	

DOCUMENT O: SUMMARY PROPOSAL

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: Deborah Ford	Phone: x 4997
DEPARTMENT / DIVISION: Economics, Finance and Management Science		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
6-7. Change of Course Description / Prerequisites: FIN 450 Professional Finance Portfolio affects MSB		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

O-1: Briefly describe what is being requested:

FIN 450 Professional Finance Portfolio: Change of description / prerequisites

Students in this course will apply finance tools and techniques to business plans for selected non-profit and for-profit firms. Non-profit firms will be assisted in establishing profit-making subsidiaries. Over the semester, students will learn about successful ventures and engage in lectures and hands-on experiences. The students' work for external firms will focus on determining the feasibility of entrepreneurial ideas, analyzing financial obstacles, and converting ideas into reality.

Prerequisite: Fin 332

- **NEW description:** The 2006-08 catalog mistakenly has the description of Fin 332 as the description of 450. The appropriate description of Fin 450 is above.
- The course syllabus is unchanged.
- **New Prerequisite:** Fin 332 OLD: Fin 422 and Fin 433
 - **Fin 422 has been deactivated.** Fin 422 served as an elective in the UG Finance specialization. It has been replaced by Fin 470 & Fin 471, two new courses in the B.S. in Real Estate & Economic Development that have course content that overlaps Fin 422.
 - **Fin 332 replaces Fin 422 & Fin 433 as prerequisite for Fin 450.** Fin 332 is designed to equip students with a working knowledge of the technical methods and tools of financial analysis, as well as to provide them with the ability to design and implement professional quality written, oral and electronic presentation of their results. This course prepares finance students for their work in Fin 450.

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:

To include the correct course description and appropriate prerequisite of Fin 450 in the new UG catalog.

To: CRC
From: Marilyn Oblak, Chair, MSBUPC (Undergrad Program Committee)
Date: March 27, 2007
Subject: MSB Undergraduate items for CRC review at April 6, 2007 meeting

The Merrick School of Business requests approval of the following items subject to approval by the MSBFS. The MSBFS is currently conducting an e-vote (open until Thursday March 29).

A. Curriculum / Program Changes

✓ 1. Change of ACCT specialization

- Presented by T. Vermeer and approved by UPC 3/15/07
- Reduction of the Accounting Specialization from 33 to 30 credits to ensure that it does not exceed 60 credits of upper-division required courses.
 - A. **6 credits: Ideas in Writing (IDIS 300) Ethical Issues (IDIS 302)**
 - B. **24 credits: Business Core**
 - C. **30 credits: Accounting Specialization**
 - 1. Achieved by reduction of elective business credits from 9 to 6.
- Docs N, O attached. See Doc O for complete description and rationale.

✓ 2. Change of ENTR specialization

- Developed by J. Kucher and approved by UPC 3/15/07.
 - **Required: (Reduce from 12 to 9 credits) Entr 300, Fin 430, Mktg 450**
 - a. Currently students in Entr 430, Entr 450 sit in with Fin 430, Mktg 450 students. Discontinue cross-listing of Entr 430, Entr 450 with Fin 430, Mktg 450. This will clarify scheduling, administration and course purpose for students, faculty, advisors, & administrators.
 - b. Eliminate Entr 320 (cross-listed with Mktg) & Entr 330 (never been offered) as requirements.
 - **Business Electives: (Increase from 3 to 6 credits from specified list)**
 - a. Entr 330, Entr 460 Social Enterprise, Entr 497
 - b. Acct 301, Acct 317, Mgmt 415, Mktg 420, Mktg 440
 - c. CSCE Nonprofit Management
 - **Existing entrepreneurship courses:** Although Entr 320, 430 & 450 are not listed as part of specialization (replaced by their cross-listed Fin/Mktg counterparts) they should **not** be discontinued at this time. There is an on-going review and articulation of the entrepreneurship program with our community college partners.
- Docs N, O attached. See Doc O for complete description and rationale.

✓ 3. Revised OPRE Curriculum

OPRE 201 Introduction to Business Statistics replaces APST 287 (Docs N, O, P)

- Presented by J. Singhal and approved by UPC 3/01/07
- Change the intro course in business statistics to MSB offering from a CLA offering.
 - The Merrick School of Business has been staffing and offering the course for the past few semesters. Changing the HEGIS Code will be of benefit to MSB students, faculty, and staff in scheduling and administering the course.

- Change HEGIS Code and course number from APST 287 to OPRE 201.
 - Change course title and revise and update syllabus.
 - Change pre-requisite based on new placement testing/developmental math policy (intermediate algebra). Intermediate algebra is the required entering level for a math/stat course to satisfy the 3-cr gen ed math requirement.
- The revised course OPRE 201 has been approved to satisfy 3-cr gen ed math.
 - ✓ • Deactivate **APST 287** -- replaced by OPRE 201. (**Docs N, O**)
 - OPRE 201 should **NOT** be used to satisfy the MBA OPRE 504 requirement.

4. Change in Course Names/Descriptions/Prerequisites (Docs N & O – See Doc O for rationale). Approved by UPC 3/15/07.

- Acct 401 *Prereqs: Acct 317 and prior or concurrent enrollment in Acct 302*
- Acct 402 *Prereqs: Acct 401 with a minimum grade of "C" and OPRE 330*
- Fin 331 Financial Management (Name Change: Drop Roman Numeral I)
Prereqs: Acct 201 and Econ 200 or three hours of micro- or macroeconomics
- ✓ • Fin 332 Change of course description (full course description mistakenly appears in current catalog as description for Fin 450)
- ✓ • Fin 450 Change of course description (in error in current catalog)
Prereq: Fin 332
- Inss 315 *Prereq: Inss 100*
- Inss 431 *Prereq: Inss 300*
- Mgmt 465 *Prereq: Mgmt 302*
- Mktg 420 *Prereqs: Mktg 301 and Opre 201*
- Opre 315 *Prereqs: Math 111*
- Opre 330 *Prereqs: OPRE 201 and INSS 100*

1/16/07 ✓ **5. INSS 300 to satisfy information literacy grad requirement for BSBA (Docs N,O,P)**

- Revised syllabus to meet info literacy requirement
- Presented by D. Fowler and approved by UPC 3/15/07
- Submitted to M. Weber, FSP Director, for review

B. FSP Course Approval (Docs N, O, P)

- 1/16/07 ✓* **1. IDIS 102 2nd semester seminar**
- Approved LDEIC (2-22-07), UPC (3-01-07).

to UFS **C. MSB Academic Policy Approvals (Cover Sheet, Summary, and Policy attached)**

- 1. College-Wide Degree Requirements Approved UPC (3-15-07).**

COLLEGE-WIDE DEGREE REQUIREMENTS (2006-08 UG Catalog pg 67-68)

All Merrick School of Business bachelor's degree candidates are required to:

- complete a minimum of 120 credits that satisfy MHEC general education, business core and specialization requirements

- apply no more than 60 credit hours of community college work toward graduation, except in specific articulated programs
- *earn a minimum grade of C- in all lower level general education requirements taken at UB and a minimum grade of C (2.0) in all upper level general education requirements*
- *earn a minimum grade of C- in all lower division business requirements, and all business core and specialization courses required by the degree program (including courses which are taken as electives as part of a specialization). Some programs/specializations may have additional requirements or standards which are specified in the program requirements in this catalog*
- earn a minimum cumulative grade point average of C (2.0)
- earn their final 30 credit hours required for the degree at the University of Baltimore.
 - **Rationale:** When minus grades were added to the grading scheme at the University of Baltimore, the policy was implemented such that grades of “C-“ in all required business courses were accepted as satisfying graduation requirements unless specified otherwise. However, the catalog statement requiring a grade of “C” was not changed to reflect this.

Also see Summary sheet and Policy for catalog changes and rationale.