

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: Kathryn Summers	Phone: x6202
DEPARTMENT / DIVISION: School of Information Arts & Technologies		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):		
10: Reduce the number of required credits for the IDIA M.S. degree from 42 to 36		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2009		

Box 1: TYPE OF ACTION	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input type="checkbox"/>	OTHER <input checked="" type="checkbox"/>
Box 2: LEVEL OF ACTION	Non-Credit <input type="checkbox"/>	Undergraduate <input 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)
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
X 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	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 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"/> P. Course Definition Document	<input type="checkbox"/> S. Contract		

- 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 rational (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 <input type="checkbox"/> YGCLA <input type="checkbox"/>
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):

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 checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: <i>Stephen Peter Subbach</i>	<i>4/22/08</i>
b. OTS <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee: <i>Judith A Wood</i>	<i>4/23/08</i> ✓
c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: <i>Catherine Bluelence</i>	<i>4-22-08</i> ✓
d. Admissions <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: <i>Wendy Boyana</i>	<i>4/24/08</i>
e. Records <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee: <i>J. B. Neri</i>	<i>4/22/08</i> ✓

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: <i>Nancy [Signature]</i>	<i>4/22/08</i>
B. Final faculty review body within each School	Chair: <i>Margaret J. Probst</i>	<i>5/21/08</i>
C. College Dean	Dean: <i>[Signature]</i>	<i>5/22/08</i>
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Judith A. McDull</i>	<i>5/23/08</i>
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Betsy [Signature]</i>	<i>5/26/08</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	

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"/> X	Contact Name: Kathryn Summers	Phone: x6202
DEPARTMENT / DIVISION: School of Information Arts & Technologies		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
10. Reduce the number of required credits for the IDIA M.S. degree from 42 to 36		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input type="checkbox"/> X Spring <input type="checkbox"/> Year: 2009		

O-1: Briefly describe what is being requested:

The current degree requires 42 credits to receive the master's degree.

7 core courses	21 credit hours
5 electives	15 credit hours
1 thesis/project	6 credit hours

Total M.S. 42 credit hours

We would like to reduce the number of core courses to 6 and drop one elective in order to require a total of 36 credits for the master's degree.

The core course Sequential Visualization will become an elective course, rather than a required course.

6 core courses	18 credit hours
4 electives	12 credit hours
1 thesis/project	6 credit hours

Total M.S. 36 credit hours

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 primary reason for reducing the number of required credits for the IDIA M.S. degree to 36 is to remain competitive and to align with the practices of other degree programs in this area of study. Other master's degrees in this area of study are normally 36 hours, including our closest competitor, the new M.S. degree offered in human/computer interaction at UMBC. Bringing our credit requirements into alignment with other programs will allow us to remain competitive while continuing to provide an exemplary program.

We want to change Sequential Visualization from a core course to an elective course. Our program review and assessment activities have indicated that this course is not essential to our program learning goals and objectives.

Current IDIA Degree Requirements

7 Core Courses: 21 credits

IDIA 612
Interaction and Interface Design

IDIA 614 Sequential Visualization and
Analysis

IDIA 618 or IDIA 619
Dynamic Web Sites or Interactive
Multimedia

IDIA 620
Information Culture

IDIA 630
Information Architecture

IDIA 640
Humans, Computers, and Cognition

IDIA 642
Research Methods for Interaction
Design

IDIA 799
IDIA Thesis/Project

5 Electives: 15 credits

Thesis/Project: 6 credits

Total: 42 credits

**Proposed IDIA M.S. Degree
Requirements**

6 Core Courses: 18 credits

IDIA 612
Interaction and Interface Design

deleted

IDIA 618 or IDIA 619
Dynamic Web Sites or Interactive
Multimedia

IDIA 620
Information Culture

IDIA 630
Information Architecture

IDIA 640
Humans, Computers, and Cognition

IDIA 642
Research Methods for Interaction
Design

IDIA 799
IDIA Thesis/Project

4 Electives: 12 credits (reduced by 1)

Thesis/Project: 6 credits

Total: 36 credits

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.