

**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: Marilyn Oblak	Phone: x5260
<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>20 Add lab fee: Mgmt 330 Personal and Professional Skills for Business BSBA</b>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

<b>Box 1: TYPE OF ACTION</b>	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input checked="" 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
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
X	22. Other	Varies	Varies	Varies

<b>Box 4: DOCUMENTATION (check boxes of documents included)</b>			
X	N. This Cover Sheet	Q. Full 5-page MHEC Proposal	T. Other
X	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)**

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/>	<b>Contact Name:</b> Marilyn Oblak	<b>Phone:</b> x5260
<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):		
20 Add lab fee: Mgmt 330 Personal and Professional Skills for Business BSBA		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

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>Marilyn Oblak</i>	2/4/10
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: <i>AS Jones</i>	2/4/10
D. College Dean	Dean: <i>John R. [Signature]</i>	2/4/10
E. Provost and Senior Vice President for Academic Affairs	Provost: <i>Jeffrey K. Sawyer</i>	3/8/10
F. Curriculum Review Committee (UFS subcommittee)	Chair:	
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.

**DOCUMENT O: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures for Instructions

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<b>DEPARTMENT / DIVISION:</b> Department of Management and Marketing		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state action item 1-23 and course name & number or program affected):		
20. <b>Add lab fee: MGMT 330 Personal and Professional Skills for Business BSBA</b>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

O-1: Briefly describe what is being requested:

**Add lab fee**

Add \$30 lab fee to cover cost of etiquette dinner in the course.

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

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

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

An etiquette dinner is an important requirement of the course. Collecting funds from students for this purpose is difficult. The lab fee will be used to cover the cost.