

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 XX Contact Name: Kelly Carri/Jon Shorr Phone: 6037/6059
DEPARTMENT / DIVISION: School of Communications Design
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable): #12: Minor in Popular Culture
PROPOSED SEMESTER OF IMPLEMENTATION: Fall XX Spring <input type="checkbox"/> Year: 2010

Box 1: TYPE OF ACTION ADD(NEW) XX DEACTIVATE <input type="checkbox"/> MODIFY <input type="checkbox"/> OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION Non-Credit <input type="checkbox"/> Undergraduate XX Graduate <input type="checkbox"/> OTHER <input type="checkbox"/>

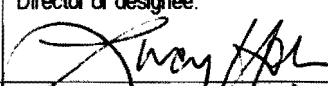
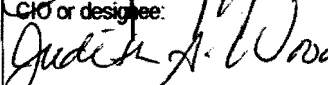
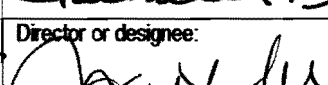

Box 3: ACTION ITEM (check appropriate boxes)	DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
1. Experimental Course ¹	N, O, P	a, c, e	AC
2. Course Title	N, O		ABCD
3. Course Credits	N, O, (P)		ABCD
4. Course Number	N, O		ABCD
5. Course Level	N, O		ABCD
6. Pre & Co-Requisite	N, O		ABCD
7. Course Description	N, O, P		ABCDEF
8. New Course	N, O, P		ABCDEF
9. Deactivate a Course	N, O		ABCDEF
10. Program Requirements	N, O	(b, c, d, e)	ABCDEF
11a. UG Specialization (24 credits or less)	N, O	a, b, c, d, e	ABCDEF
11b. Masters Specialization (12 credits or less)	N, O	a, b, c, d, e	ABCDEF
11c. Doctoral Specialization (18 credits or less)	N, O	a, b, e	ABCDEF
X 12. Minor (add or delete)	N, O	a, b, c, d, e	ABCDEF
13. Closed Site Program	N, O	e	ABCDHIK
14. Program Suspension	N, O, S	a, e	ABCDEFGIK
15. Program Reactivation	N, O		
16a. Certificate Program (ug/g) exclusively within existing degree program	N, O	a, c, e	ABCDEFHIK
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	ABCDEFHJL
17. Off-Campus Delivery of Existing Program	N, O, S	a, b, c, e	ABCDHIL
18a. UG Concentration (exceeds 24 credit hrs)	N, O, S	a, c, d, e	ABCDEF GHJL
18b. Masters Concentration (exceeds 12 credit hrs)	N, O, S	a, c, d, e	ABCDEF GHJL
18c. Doctoral Concentration (exceeds 18 credit hrs)	N, O, S	a, c, d, e	ABCDEF GHJL
19. Program Title Change	N, O, S	a, c, d, e	ABCDEF GHJL
20. Program Termination ²	N, O, S	d, e	ABCDEF GHIK
21. New Degree Program ³ ,	N, O, Q, R, S	a, c, d, e	ABCDEF GHJL
22. Other	Varies	Varies	Varies


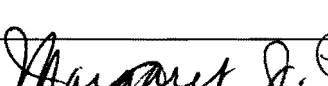
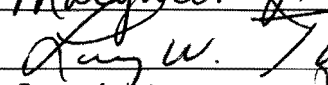
Box 4: DOCUMENTATION (check boxes of documents included)			
X	N. This Cover Sheet	Q. Full 5-page MHEC Proposal	T. Other
X	O. Summary Proposal	R. Financial Tables (MHEC)	
	P. Course Definition Document	S. Other documents as may be required by MHEC/ USM. See http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx	

¹ Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
² See USM Policy on the Review and Abolition of Academic Programs (<http://www.usmd.edu/regents/bylaws/SectionII/II702.html>) for list of information that must be provided for this action.

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)

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DEPARTMENT / DIVISION: School of Communications Design
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 and program name OR course name, code, & number as applicable): #12: Minor in Popular Culture
PROPOSED SEMESTER OF IMPLEMENTATION: 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 checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: 	10/12/09
b. OTS <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	CIO or designee: 	10.12.09
c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: 	10.9.09
d. Admissions <i>Concern with OTS, Univ. Relations</i> <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: 	10/12/09
e. Records <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Registrar or designee: 	10/12/09

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: 	9/29/09
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: 	10/23/09
D. College Dean	Dean: 	10/27/09
E. Provost and Senior Vice President for Academic Affairs	Provost: <i>Marg Weber for Joseph Wood</i>	4/2/09
F. Curriculum Review Committee (UFS subcommittee)	Chair:	
G. University Faculty Senate (UFS option)	Chair:	
H. University Council ⁴	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	

⁴ University Council review (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues.

Peggy Potthast

From: Richard Morrell
Sent: Monday, October 19, 2009 5:23 PM
To: Jonathan Shorr
Cc: Peggy Potthast
Subject: RE: proposals for MINORS

Follow Up Flag: Follow up
Flag Status: Flagged

My apologies for the slow response.

Setting up and using Minors requires adjustments in the PeopleSoft system and in the iStrategy database to insure our ability to track and report on the minors.

We have created the minors in a test environment and will proceed with testing. I am not sure of the timeline.

Richard Morrell
Registrar
University of Baltimore
rmorrell@ubalt.edu
410-837-4865

From: Peggy Potthast
Sent: Sunday, October 18, 2009 2:01 PM
To: Jonathan Shorr
Cc: Richard Morrell
Subject: proposals for MINORS

Hi, all,

The curriculum forms indicate that Richard Morrell will directly submit an impact statement with respect to the creation of two new minors – Popular Culture and Creative Writing. To date I have not received the statement to attach to the proposals. Did it get lost in another office somewhere?

A printed version of an e-mail will suffice but the email should be addressed to Jon Shorr rather than me or it can be an attachment which is just the statement.

Peggy

Margaret J. Potthast
Associate Dean, Liberal Arts
phone: 410.837.5342
e-mail: mpotthast@ubalt.edu

"Not everything that can be counted counts, and not everything that counts can be counted."
Albert Einstein

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.

*Admission concurs with University
Relations.*

Impact Statement from the Office of Technology Services

These changes will require adjustment to the functional setup of PeopleSoft, which are handled by representatives from various business units and the schools. OTS advises that functional consideration of changes to any online application, portal information, reporting and extracts to the data warehouse should be considered by the constituent population, particularly if there is any existing PeopleSoft or reporting customization(s) that may need to be adjusted. Institutional Research may need to analyze data capture and reporting for internal and external reporting and trending.

OTS technical staff is available to participate in a consultative fashion as these changes continue to be evaluated and can assist in drafting specifications if necessary. No action will be taken unless requested by the functional representatives involved in reviewing the impact of these changes. Actions to make any changes should be triggered by the submission of a Call Center ticket with accompanying details.

Timely implementation for these changes may hinge on the development of functional requirements, technical specifications, developer coding, developer testing, user testing and scheduling production migration. These actions are dependent upon the workload and current priority of shared technical campus resources. Proactive and early planning will assist in meeting deadlines.

Admission concurs with OTS.

DOCUMENT O: SUMMARY PROPOSAL

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DEPARTMENT / DIVISION: School of Communications Design		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
#12: Minor in Popular Culture		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

O-1: Briefly describe what is being requested:

MINOR in POPULAR CULTURE

TARGET: CLA or MSB students committed to understanding the broadly shared cultures made possible by mass production. Students interested in exploring the techniques that popular media use to construct messages, as well as the ways in which those media reflect and influence their values and behaviors, are encouraged to pursue this minor. The minor is *not* open to students majoring in Corporate Communication.

CONTACT
PROGRAM DIRECTOR: Jon Shorr

ADMISSION REQUIREMENTS: Students who have completed 24 credit hours with a 2.0 cumulative GPA may apply for the minor in Popular Culture.

MSB
GRADUATION REQUIREMENTS: To graduate with a minor in Popular Culture a student must earn at least a "C" in each course applied to the minor. Students may use a maximum of six (6) credits to satisfy both degree requirements and minor requirements. Students may use a maximum of six (6) transfer credits from another regionally accredited institution.

MINOR
DEGREE REQUIREMENTS (18 credits)

CMAT 271 Popular Culture*

CMAT 352 Media Literacy

(Choose One):

CMAT 231 Decoding Media*

CMAT 332 Literature & Film

ENGL 230 Art of Film*

(Choose One):

CMAT 371 Mass Media & Society

CMAT 381 News & Documentary

(Choose One):

WRIT 211 Popular Writing

ENGL 346 American Dream

ENGL 392 Archeology of Language

CMAT 333/ENGL 333 Media Genres

CMAT 363/WRIT 363 Screenwriting

COSC XXX Games, Simulations and Society (currently exists as special topics course)

GVPP362 Media and Government

HIST 390 Film and History

[Special Topics, as appropriate]

(Choose one additional course from the courses listed above.)

* Indicates a course that fulfills a general education requirement.

No more than six (6) credits of general education can be applied to the minor.

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:

RATIONALE: Our students are immersed in rapidly evolving, far-reaching expressions of shared cultures. The construction of self, of groups, of popular icons and culturally-significant phrases are but a Tweet away, and the ease with which these media can be engaged does not diminish their social impact. Students pursuing a minor in Popular Culture will learn to read, interpret, critique, and utilize various media in order to become more savvy consumers of popular culture. Students will learn the historical, technological, and social influences that shape the production of popular culture, in-depth examples of particular forms of media, and tools for decoding complex messages. Students will have the opportunity to examine a variety of media—from print, film, and television to popular music and video games—that focus on representations of historical figures and events, families, racial and ethnic groups, and political issues. Along the way, students will learn about the historical, social, business, and governmental forces that affect popular culture, as well as the psychological motivations for embracing or rejecting aspects of popular culture.