

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: Johannes ("Jannie") Botes | Phone: 410-837-5323 |
| DEPARTMENT / DIVISION: Negotiations & Conflict Management Program; Legal, Ethical and Historical Studies | | |
| SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected): | | |
| (10) Revise program requirements for the MS degree in Negotiations and Conflict Management | | |
| PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2008 | | |

| | | | | |
|-------------------------------|-------------------------------------|--|--|--------------------------------|
| 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 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 |
| <input checked="" type="checkbox"/> 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 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)

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| SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/> |
| SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected): |
| (10) Revise program requirements for the MS program in Negotiations and Conflict Management |

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: <i>Stephen Peter Lubush</i> | 12/4/07 |
| b. OTS <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached | CIO or designee: <i>[Signature]</i> | 12/4/07 |
| c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached | Director or designee: <i>[Signature]</i> | 12/4/07 |
| d. Admissions <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached | Director or designee: <i>Wendy Bolivar</i> | 12/4/07 |
| e. Records <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached | Registrar or designee: <i>[Signature]</i> | 12/4/07 |

| Box 6: APPROVAL SEQUENCE | APPROVAL SIGNATURES | DATE |
|---|---|-------------|
| A. Department / Division | Chair: <i>Thomas E. Carney</i> | 4 Nov. 2007 |
| B. Final faculty review body within each School | Chair: <i>Margaret J. Potthast</i> | 11/15/07 |
| C. College Dean | Dean: <i>[Signature]</i> | 11/27/07 |
| D. Provost and Senior Vice President for Academic Affairs | Provost: <i>[Signature]</i> | 11/27/07 |
| E. Curriculum Review Committee (UFS subcommittee) | Chair: <i>[Signature]</i> | 12/4/07 |
| 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 | |

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.

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

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| DEPARTMENT / DIVISION: Negotiations & Conflict Management Program; Division of Legal, Ethical and Historical Studies | | |
| SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected): | | |
| (10) Revise program requirements for the MS degree in Negotiations and Conflict Management | | |
| PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2008 | | |

O-1: Briefly describe what is being requested:

Establish the following courses as being required, core courses for the MS degree in Negotiations and Conflict Management:

CNCM 504, Conflict Management Profession
 CNCM 730, Organizational Conflict
 CNCM 740, Ethnic and Cultural Dimensions of Conflict

Remove CNCM 517, Arbitration, as a required, core course for the MS degree in Negotiations and Conflict Management (shifting it to an elective).

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:

This proposal to revise the required core courses for the MS degree in Negotiations and Conflict Management reflects the findings of the state-required Program Review and Self-Report that the CNCM faculty undertook during AY 2006/7. During that review, CNCM faculty, surveyed students, and external reviewers collectively identified a need to increase the number of core, required courses in the program's curriculum. Specifically, the review identified two needs relating to the program's curriculum that this proposal addresses:

- 1. The need for a required course that provides an overview of the conflict management profession*
 CNCM 504, which was initially created and offered as a 620 course immediately after the Program Review, was designed to fill the identified need for an introductory survey to the conflict management profession. This proposal would make that class a required, core course.
- 2. The need for a sequence of courses that move through multiple levels of conflict (micro, meso, and macro levels)*
 The CNCM program already has a required core course that looks at the micro-level of human conflict (CNCM 508). This proposal would add CNCM 730 as a required core course that looks at the meso-level of human conflict (organizational conflict) and CNCM 740 as a required core course that looks at the macro-level of human conflict (ethnic and cultural international conflicts). Both courses are currently offered as electives.

Finally, in examining courses to add to the required curriculum, we also considered which required courses might be dropped or shifted to electives. The Program Review and Self-Report, as well the program's student survey, identified CNCM 517 (Arbitration) as a required class that would better fit in the program of study as an optional elective. We include that revision in this proposal. As a result, this proposal calls for a net increase of two required courses in the Negotiations & Conflict Management MS degree.

Current CNCM Curriculum

Degree Requirements

8 core courses (24 credit hours)
6 electives (18 credit hours)
= 14 courses (42 hours) total

Required Courses

CNCM 506 Understanding and Assessing Conflict
CNCM 508 Approaches to Managing Conflict
CNCM 510 Methods of Research
CNCM 513 Negotiations: Theory and Practice
CNCM 515 Mediation: Theory and Practice
CNCM 517 Arbitration: Theory and Practice
CNCM 790 Internship
CNCM 798 Capstone

Proposed CNCM Curriculum

Degree Requirements

10 core courses (30 credit hours)
4 electives (12 credit hours)
= 14 courses (42 hours) total

Required Courses

CNCM 504 The Conflict Management Profession
CNCM 506 Understanding and Assessing Conflict
CNCM 508 Approaches to Managing Conflict
CNCM 510 Methods of Research
CNCM 513 Negotiations: Theory and Practice
CNCM 515 Mediation: Theory and Practice
CNCM 730 Organizational Conflict
CNCM 740 Ethnic and Cultural Conflict
CNCM 790 Internship
CNCM 798 Capstone

Proposed Changes

Add CNCM 504, 730, 740 as required courses
Remove CNCM 517 as a required course