

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 type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Kendra Kopelke	Phone: 410-837-6026
DEPARTMENT / DIVISION: School of Communications Design		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):		
MFA/CWPA: Change PBDS 620 <i>Creativity: Ways of Seeing</i> from a 6 credit class to a 3 credit class, Item #3		
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 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
<input checked="" type="checkbox"/>	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		ABCD
	8. New Course	NOP		ABCDEF
	9. Deactivate a Course	NO		ABCDEF
	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	ABCDEFHIL
	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"/>	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"/>	

31. Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
32. Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
33. 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.
34. 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)
35. One-page letter with description and rationale (MHEC requirement)
36. 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)
37. Learning objectives, assessment strategies; fit with UB strategic plan
38. Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
39. 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.

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA X
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
MFA/CWPA: Change PBDS 620 <i>Creativity: Ways of Seeing</i> from a 6 credit class to a 3 credit class, Item #3.

40. 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 procedures for authorized signers)	SIGNATURES (see	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee: <i>Judith A. Wood</i>	10/12/06
c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: <i>Cherise Steadley</i>	10-12-06
d. Admissions <i>same as above</i> <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: <i>Jeanne T. Aron</i>	10-12-06
e. <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee: <i>[Signature]</i>	10-16-06

Box 6: APPROVAL SEQUENCE APPROVAL SIGNATURES	DATE
A. Department / Division Chair: <i>[Signature]</i>	10/12/06
B. Final faculty review body within each School Chair: <i>Margaret J. Potthast</i>	11/14/06
C. College Dean Dean: <i>[Signature]</i>	11/20/06
D. Provost and Senior Vice President for Academic Affairs Provost: <i>[Signature]</i>	11/27/06
E. Curriculum Review Committee (UFS subcommittee) Chair: <i>[Signature]</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"/>	Contact Name: Kendra Kopelke	Phone: 410-837-6026
DEPARTMENT / DIVISION: School of Communications Design		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
MFA/CWPA: Change PBDS 620 <i>Creativity: Ways of Seeing</i> from a 6-credit course to a 3-credit course, Item #3.		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

O-1: Briefly describe what is being requested:

We propose changing PBDS 620 *Creativity: Ways of Seeing* from a 6-credit course to a 3-credit course.

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

OLD Title: Creativity: Ways of Seeing	Course # / HEGIS Code: PBDS 620	Credits: 6
NEW Title: Creativity: Ways of Seeing	Course # / HEGIS Code: PBDS 620	Credits: 3

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

- When the creative writing specialization was created within the Publications Design program in the 1990's, a certain number of courses had to remain the same or at least offer experiences parallel to the principal program in order to stay within state guidelines. PBDS 620 *Creativity: Ways of Seeing* was originally designed as a parallel course to the 6-credit PBDS 601 *Words & Images: Creative Integration*, required of students in the Publications Design program's principal track. When we replaced the creative writing specialization with the MFA in Creative Writing and Publishing Arts, we kept this course in order to accommodate students who were in the M.A. specialization as well as the MFA. Now that the M.A. specialization has been completely phased out, there is no longer a need to offer the course in its original incarnation.
- As the MFA student population has shifted from Publications Design students transferring over to students coming to UB specifically for the MFA, often just out of undergraduate creative writing programs, they want to begin with two courses. Because the foundation course is six credits, that precludes many of them from taking an additional course.

3. Changing the course from six to three credits will give us more flexibility in scheduling and staffing the course.