

**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET**

See Course and Program Development Policy and Procedures for Instructions

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|---|
| <b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <b>XX</b> <b>Contact Name:</b> KENDRA KOPELKE <b>Phone:</b> X6026                                      |
| <b>DEPARTMENT / DIVISION:</b> SCHOOL OF COMMUNICATIONS DESIGN   |
| <b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):<br><b>#4: CHANGE COURSE NUMBER FROM PBDS 780 TO CWPA 780</b> |
| <b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <b>XX</b> Spring <input type="checkbox"/> Year: <b>2009</b>  |

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

| <b>Box 3: ACTION ITEM</b><br>(check appropriate boxes)   | <b>DOCUMENTS REQUIRED</b><br>(see box 4 below) | <b>IMPACT REVIEWS</b><br>(see box 5 on back) | <b>APPROVAL SEQUENCE</b><br>(see box 6 on back) |
|--|--|--|---|
| 1. Experimental Course <sup>1</sup>  | NOP  | a, c, e                                      | AC  |
| 2. Course Title  | NO   |  | ABCD  |
| 3. Course Credits  | NO   |  | ABCD  |
| <b>X</b> 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  |
| <b>X</b> 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  | ABCDEHIK  |
| 13. Program Suspension <sup>9</sup>  | 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  |

| <b>Box 4: DOCUMENTATION (check boxes of documents included)</b> |                               |                          |                              |
|---|-------------------------------|--------------------------|------------------------------|
| <b>X</b>  | N. This Cover Sheet           | <input type="checkbox"/> | Q. Full 5-page MHEC Proposal |
| <b>X</b>  | O. Summary Proposal           | <input type="checkbox"/> | R. Financial Tables (MHEC)   |
|   | P. Course Definition Document | <input type="checkbox"/> | S. Contract                  |
|   |                               | <input type="checkbox"/> | T. Other                     |

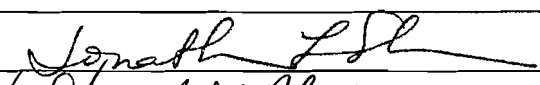
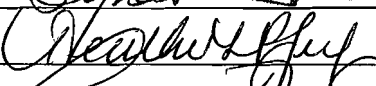
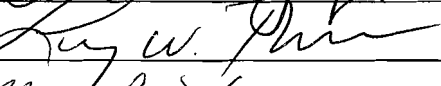
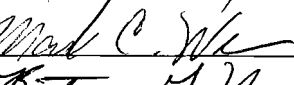
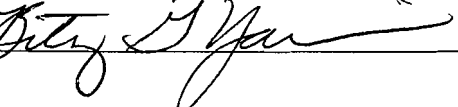
- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before 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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| <b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected): |
| <b>#4 CHANGE HEGIS CODE FROM PBDS 780 TO CWPA 780</b>  |

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.

| <b>Box 5: IMPACT REVIEW</b>  | <b>SIGNATURES</b> (see procedures for authorized signers) | <b>DATE</b> |
|--|---|-------------|
| a. Library<br><input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached              | Director or designee:                                     |             |
| b. OTS<br><input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached                  | CIO or designee:  |             |
| c. University Relations<br><input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached | Director or designee:                                     |             |
| d. Admissions<br><input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached           | Director or designee:                                     |             |
| e. Records<br><input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached              | Registrar or designee:                                    |             |

| <b>Box 6: APPROVAL SEQUENCE</b>                           | <b>APPROVAL SIGNATURES</b>   | <b>DATE</b> |
|---|--|-------------|
| A. Department / Division                                  | Chair:   | 10/21/08    |
| B. Final faculty review body within each School           | Chair:   | 10/21/08    |
| C. College Dean   | Dean:    | 10/29/08    |
| D. Provost and Senior Vice President for Academic Affairs | Provost:  | 10/29/08    |
| E. Curriculum Review Committee (UFS subcommittee)         | Chair:   | 11/5/08     |
| 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  |  |             |

**DOCUMENT O: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures for Instructions

|  |                                     |                     |
|--|-------------------------------------|---------------------|
| <b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <b>XX</b>                     | <b>Contact Name:</b> KENDRA KOPELKE | <b>Phone:</b> x6026 |
| <b>DEPARTMENT / DIVISION:</b> SCHOOL OF COMMUNICATIONS DESIGN  |                                     |                     |
| <b>SHORT DESCRIPTION OF PROPOSAL</b> (state action item 1-23 and course name & number or program affected):  |                                     |                     |
| #4 CHANGE PBDS 780 TO CWPA 780   |                                     |                     |
| <b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <b>XX</b> Spring <input type="checkbox"/> Year: <b>2009</b> |                                     |                     |

O-1: Briefly describe what is being requested:

We would like to change PBDS 780 to CWPA 780.

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

|  |   |                 |
|--|---|-----------------|
| <b>OLD Title:</b><br>LITERARY PUBLICATIONS | <b>Course # / HEGIS Code:</b><br>PBDS 780 | <b>Credits:</b> |
| <b>NEW Title:</b><br>LITERARY PUBLICATIONS | <b>Course # / HEGIS Code:</b><br>CWPA 780 | <b>Credits:</b> |

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

Currently, all MFA/CWPA courses have PBDS HEGIS codes. In order to more clearly differentiate MFA courses from MA/Publications Design courses, we would like to identify MFA/CWPA courses with their own, unique HEGIS code. This will make course selection and registration less confusing for students in both programs and will also allow potential students to get a better sense of our course offerings.

When this change takes place, PBDS 780 will cease to exist.