

**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 type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	<b>Contact Name:</b> Patria de Lancer Julnes	<b>Phone:</b> 6053
<b>DEPARTMENT / DIVISION:</b> School of Public Affairs		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected): Add a new core requirement to the DPA program – PUAD 817 Introduction to Program and Policy Evaluation (3 credits)		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input type="checkbox"/> <input checked="" type="checkbox"/> Spring Year: 2010		

<b>Box 1: TYPE OF ACTION</b> ADD(NEW) <input checked="" type="checkbox"/> DEACTIVATE <input type="checkbox"/> MODIFY <input type="checkbox"/> OTHER <input type="checkbox"/>
<b>Box 2: LEVEL OF ACTION</b> 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 <sup>1</sup>	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
<input checked="" type="checkbox"/> 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 <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	ABCDEFGHJL
16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
17. Program Title Change	NO, 5	a, c, d, e	ABCDEFGHJL
18. Program Termination	NO, 10	d, e	ABCDEFGHIK
19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFGHJL
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 checked="" 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)**

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):
Add a new core requirement to the DPA program- PUAD 817 Introduction to Program and Policy Evaluation (3 credits)

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 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>Laura A. Wilson-Gentry</i>	5/12/09
B. Final faculty review body within each School	Chair: <i>Neathie Y. Jeff</i>	5/14/09
C. College Dean	Dean: <i>Ray W. P...</i>	5/21/09
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Melba Weber for Susan Zocun</i>	6-1-09
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Debra J. ...</i>	6-3-09
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	

**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 <input checked="" type="checkbox"/>	<b>Contact Name:</b> Patria de Lancer Julnes	<b>Phone:</b> 6053
<b>DEPARTMENT / DIVISION:</b> School of Public Affairs		
<b>SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name &amp; number or program affected):</b>		
Add a new core course Introduction to Program and Policy Evaluation (PUAD 817) – 3 credits		
<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:**

This is to create a new core course requirement: PUAD 817 Introduction to Program and Policy Evaluation

For new courses or changes in existing courses (needed by Registrar)		
<b>OLD Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>
<b>NEW Title:</b> Specialization in Program Evaluation	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>

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

Increasingly public officials at all levels of government are required to have competence in program evaluation. Most of the students in our DPA program are individuals who currently are in high level positions or will be moving to positions of increasing responsibilities in the public sector where they will need to understand what is currently referred to as evidence-based management. Using evaluation to assess the effectiveness of public programs and policies is a central part of this enterprise. This course will provide an introduction to program and policy evaluation to help them meet the challenge.

## Document P

---

1. Date Prepared: April 6, 2009
2. Prepared by: George Julnes
3. Department: Public Administration
4. Course Numbers: PUAD 817
5. Course Title: Introduction to Program and Policy Evaluation
6. Credit Hours: 3
7. Prerequisites: PUAD 813, Research Methods; PUAD ~~8XX~~<sup>832</sup>, Quantitative ~~Analysis~~ Methods
8. Course Purpose: Required Doctoral Seminar
9. Rationale: Doctoral students in Public Administration need to understand what is currently referred to as evidence-based management. Using evaluation to assess the effectiveness of public programs and policies is a central part of this enterprise. This course will build on doctoral courses in research design (PUAD 813) and quantitative analysis (PUAD 8XX) to provide an introduction to program and policy evaluation.
10. Catalog Description: This course provides doctoral students with an introduction to program and policy evaluation in the public and non-profit sectors. Students completing the course will understand and be able to design the major components of evaluation: needs assessment, implementation evaluation, impact evaluation (formative and summative), and assessment of merit and worth. Students will also be able to design evaluations that are sensitive to the requirements and constraints of particular evaluation settings.
11. Suggested class size: 15
12. Content Outline
  1. Political contexts of public sector evaluation
  2. Designing evaluation to fit the context
  3. Developing evaluation questions
  4. Designing needs assessments
  5. Designing monitoring systems to assessment implementation and outcomes

6. Designing formative and summative impact evaluations
7. Analyzing findings to address evaluation questions
8. Assessing the efficiency of programs and policies using benefit-cost analysis
9. Reflecting on the role of evaluation in promoting and supporting a better society

13. Learning Goals: Students in this class will achieve the following objectives:

1. Demonstrate an appreciation of the process of evaluation, the role of evaluation in a political context, and the task of tailoring an evaluation to a context
2. Be able to identify major stakeholder groups in evaluation settings and design needs assessment methods for understanding the needs of people in these groups
3. Be able to formulate evaluation questions relevant to identified problems in particular program or policy contexts
4. Be able to design evaluations that best address major evaluation questions
5. Be able to use the above competencies to write an evaluation proposal in a public or non-profit topic area of interest
6. Be able to interpret the results of statistical analyses as they relate to evaluation findings

14. Assessment Strategies: Assessment will make use of weekly think-pieces, exams, and semester papers

15. Texts: Texts will include: Evaluation, by Rossi, Lipsey, & Freeman (2004) and Evaluation, by Mark, Henry, & Julnes (2000)

16. Lab Fees: None