

**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 specialization course to the DPA program – PUAD 835 Practicum in Program 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
X	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	ABCDEF GHJL
	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEF GHJL
	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEF GHJL
	17. Program Title Change	NO, 5	a, c, d, e	ABCDEF GHJL
	18. Program Termination	NO, 10	d, e	ABCDEF GHIK
	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEF GHJL
	20. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)			
X	N. This Cover Sheet		Q. Full 5-page MHEC Proposal
X	O. Summary Proposal		R. Financial Tables (MHEC)
X	P. Course Definition Document		S. Contract
			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):
Add a new specialization course to the DPA program – PUAD 835 Practicum in Program 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 Gensery</i>	<i>5/12/09</i>
B. Final faculty review body within each School	Chair: <i>Walter Pfeiffer</i>	<i>5/14/09</i>
C. College Dean	Dean: <i>Ray W. [Signature]</i>	<i>5/21/09</i>
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Mary Weber for Susan Zaccaro</i>	<i>6-1-09</i>
E. Curriculum Review Committee (UFS subcommittee)	Chair:	
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**

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<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 specialization course-- Practicum in Program Evaluation (PUAD 835)- 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 specialization course Practicum in Program Evaluation (PUAD 835)

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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>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>

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

With the addition of a core course in program evaluation, the curriculum will be well complemented by a specialization in program evaluation. It is important to note that this builds on current competency among the SPA faculty and that it opens new opportunities for student recruitment to the DPA program. These opportunities include recruiting individuals who are currently consulting with government or want to obtain evaluation contracts from government.

## Document P

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1. Date Prepared: April 6, 2009
2. Prepared by: George Julnes
3. Department: Public Administration
4. Course Numbers: PUAD 835
5. Course Title: Practicum in Program Evaluation
6. Credit Hours: 3
7. Prerequisites: PUAD 817, Introduction to Program and Policy Evaluation
8. Course Purpose: Elective Doctoral Practicum
9. Rationale: Doctoral students in Public Administration who wish to have a concentration in Program and Policy Evaluation need to be able to design and implement evaluations in real-world settings. This course will provide that experience by requiring students to contract with an agency or organization in the Baltimore area that is interested in being evaluated and then designing and carrying out the planned evaluation.
10. Catalog Description: This course provides doctoral students with the opportunity to be team members conducting an actual program or policy evaluation. Working with the evaluation sponsors and other stakeholders, while also reading and discussing practical books and articles on evaluation methods, will allow students to develop their own integrations of evaluation theory and practice that provide guiding frameworks for practicing evaluators.
11. Suggested class size: 6 to 10
12. Content Outline: As a practicum, the course will be responsive to the needs and specifics of the selected evaluation project(s).
  - (1) Process of consulting
  - (2) Developing program theories and logic models to help frame evaluations
  - (3) Conducting needs assessments
  - (4) What to do and not do in designing and validating evaluation measures
  - (5) Purposes and pitfalls in designing and managing evaluation designs

- (6) Common statistical errors in attempting to address evaluation questions.
- (7) Identifying program benefits and costs in evaluation settings

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

- (1) Be able to meet with evaluation sponsors, understand the evaluation needs, and convey competence in being able to address those needs
- (2) Be able to identify often conflicting stakeholder interests in the targeted evaluation context
- (3) Be able to design a program theory
- (4) Be able to negotiate a scope of action agreement with evaluation sponsors that addresses ethical issues as well as the specifics of activities necessary to accomplish the agreed upon evaluation purposes (evaluation plan may include needs assessment, performance monitoring, formative evaluation, summative evaluation, and other decision-making techniques)
- (5) Be able to go beyond the textbook accounts of evaluation to produce an evaluation plan that avoids the common mistakes made in evaluation areas of measurement, design, analysis, and interpretation.
- (6) Be able to implement and adjust the evaluation plan in response to real-world constraints and challenges
- (7) Be able to write an evaluation report that is responsive to stakeholder feedback but also consistent with the values of the evaluation profession.
- (8) Be able to give an effective oral presentation of the evaluation report to an audience of relevant stakeholders.

14. Assessment Strategies: Assessment will make use of weekly think-pieces, graded sections of the contracted evaluation report and observations of behavior of students as evaluators.

15. Texts: Texts will include: *Practical Program Evaluation*, (2004), by Chen, H. and *The Handbook of Practical Evaluation*, (2004), edited by Wholey, Hatry, & Newcomer.

16. Lab Fees: None