

**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> Laura Wilson-Gentry	<b>Phone:</b> X 6102
<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):		
of PUAD 830: Survey Research <i>NEW COURSE</i>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

<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		ABCD
<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	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 checked="" type="checkbox"/>	P. Course Definition Document	<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 X
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):
Abolition of PUAD 830 <i>NEW COURSE</i>

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 <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:	

<b>Box 6: APPROVAL SEQUENCE</b>		<b>APPROVAL SIGNATURES</b>	<b>DATE</b>
A. Department / Division	Chair:	<i>[Signature]</i>	<i>10/26/06</i>
B. Final faculty review body within each School	Chair:	<i>Margaret J. Potthart</i>	<i>11/14/06</i>
C. College Dean	Dean:	<i>Jay W. Tim</i>	<i>11/20/06</i>
D. Provost and Senior Vice President for Academic Affairs	Provost:	<i>Jude Marshall</i>	<i>11/27/06</i>
E. Curriculum Review Committee (UFS subcommittee)	Chair:	<i>Marilyn Gilligan</i>	<i>12/4/06</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

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<b>DEPARTMENT / DIVISION:</b> School of Public Affairs		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state action item 1-23 and course name & number or program affected):		
Addition of PUAD 830: Survey Research <i>NEW COURSE</i>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

O-1: Briefly describe what is being requested:

Add a new course (PUAD 830: Survey Research)

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> Survey Research	<b>Course # / HEGIS Code:</b> PUAD 830	<b>Credits:</b> 3

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

To support the final project, DPA students need more intensive exposure to particular types of research methods used in the field of Public Administration (survey research, case study research, and use of existing databases/advanced statistics). Each of these courses would take a "cradle to grave" approach focusing on the techniques of instrument construction, data collection techniques and appropriate data analysis techniques. Each course would be open to students currently in the program but newly admitted students would have to chose a course that would reflect the style of research best suited to their Final Project.

## **Document P: Required Format for Course Definition Document**

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Date Prepared: September 20, 2006

Prepared by: Laura Wilson-Gentry

Department: School of Public Affairs

Course Number(s), including HEGIS code(s): PUAD 830

Course Title: Survey Research

Credit Hours : 3 credits

Catalog Description (Paragraph should reflect general aims and nature of the course):

In-depth exposure to survey sampling, questionnaire construction, different means of collecting survey data (mail, phone, web-based surveys) and analysis of data developed from surveys. Students will develop survey instruments and perform extensive analysis of data from surveys.

Prerequisites: PUAD 813

Faculty qualified to teach course: Cotten, Haynes, Wilson-Gentry

Course Type / Component ( clinical, continuance, discussion, field studies, independent study, laboratory, lecture, seminar, supervision, thesis research, workshop): Seminar

Suggested approximate class size: 15

Content Outline:

WEEKEND 1

Introduction to Survey Research

WEEKEND 2

Questionnaire Design, Univariate Analysis

WEEKEND 3

Sampling

Bivariate Analysis

WEEKEND 4

Designing Surveys On-line – Survey Monkey

Multivariate Analysis

WEEKEND 5

FINAL SURVEY INSTRUMENT – DESIGNED AND FORMATTED FOR IMPLEMENTATION

Survey Presentations and Critique

Learning Goals:

- a. Become Familiar with Question Design
- b. Become familiar with survey design
- c. Understand different types of survey administration
- d. Understand implementation issues for surveys
- e. Conduct types of analysis commonly used in surveys

Assessment Strategies:

Learning Goal A: Presentation of Prospectus for Survey, Review of Final Survey Instrument

Learning Goal B: Final Survey Design

Learning Goal C: Development of Mail, Web Based Survey Instruments and Protocols

Learning Goal D: Development of Protocols for Surveys

Learning Goal E: SPSS Assignments

Suggested Text(s) and Materials (example: textbooks, equipment, software, etc.) Textbooks: Babbie, E., Fred Halley, Jeanne Zanio. (2003). *Adventures in Social Research: Data Analysis Using SPSS 11.0/11.5 for Windows*. Thousand Oaks: Sage Publications.

Czaja, R., Johnny Blair. (2005). *Designing Surveys: A Guide to Decisions and Procedures*, 2nd Edition. Thousand Oaks: Pine Forge Press.

Fink, A. (2003). *How to Report on Surveys*, 2nd Edition. Thousand Oaks: Sage Software  
Statistical Package for the Social Sciences (SPSS)

Addendum for PUAD 830, Shady Grove Impact

As the D.P.A. Program will be using SPSS Program to undertake statistical analysis for survey data, students will be required to use Babbie et al. Adventures in Social Research with SPSS 12 or a similar text that comes bundled with the SPSS Studentware.

Instructors will use their own laptop with SPSS for instructional purposes if needed.