

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: Laura Wilson-Gentry	Phone: X 6102
DEPARTMENT / DIVISION: School of Public Affairs		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):		
Addition of PUAD 831: Case Study Research <i>NEW COURSE</i>		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

Box 1: TYPE OF ACTION	ADD(NEW) <input checked="" type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input 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
	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 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 checked="" type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	T. Other
<input checked="" type="checkbox"/>	P. Course Definition Document	<input type="checkbox"/>	R. Financial Tables (MHEC)
		<input type="checkbox"/>	S. Contract

- 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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SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):	
Addition of PUAD 831 <i>NEW COURSE</i>	

10. Provide:
- a. evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
 - b. proposed date after which no new students will be admitted into the program;
 - c. accommodation of currently enrolled students in the realization of their degree objectives;
 - d. treatment of all tenured and non-tenured faculty and other staff in the affected program;
 - e. reallocation of funds from the budget of the affected program; and
 - f. 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>R. G. [Signature]</i>	<i>10/26/06</i>
B. Final faculty review body within each School	Chair: <i>Margaret J. Pothart</i>	<i>11/14/06</i>
C. College Dean	Dean: <i>Guy W. [Signature]</i>	<i>11/20/06</i>
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Grada Mandall</i>	<i>11/27/06</i>
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Mukulil 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

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Laura Wilson-Gentry	Phone: 6102
DEPARTMENT / DIVISION: School of Public Affairs		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
Addition of PUAD 831: Case Study Research <i>NEW COURSE</i>		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

O-1: Briefly describe what is being requested:

Add a new course (PUAD 831: Case Study Research)

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

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title: Case Study Research	Course # / HEGIS Code: PUAD 831	Credits: 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

1. Date Prepared: September 20, 2006
2. Prepared by: Laura Wilson-Gentry
3. Department: School of Public Affairs
4. Course Number(s), including HEGIS code(s): PUAD 831
5. Course Title: Case Study Research
6. Credit Hours : 3 credits
7. Catalog Description (Paragraph should reflect general aims and nature of the course):
In-depth exposure to different types of case studies (single case and multiple cases); sampling for cases; data collection methods frequently used for case studies and methods of analysis for qualitative data.
8. Prerequisites: PUAD 813
9. Faculty qualified to teach course: Henderson, Naylor, Wilson-Gentry
10. Course Type / Component (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, seminar, supervision, thesis research, workshop): Seminar
11. Suggested approximate class size: 15
 - Content Outline: What are case studies and how are they relevant to public policy & administration?
 - Distinctions between academic and legal case studies
 - Comparing case studies as a research strategy to other research methodologies
 - Case study research as action research and participatory action research
 - Approaches to the design and testing of case studies
 - Research and practitioner criteria for assessing the quality of case study designs and uses
 - Step-by-step process for conducting case studies, including selection/preparation of the lead case study researcher(s); development of case study protocols and conducting pilot case studies
 - Collecting case study evidence and data: use of Robert Yin's six sources of evidence and three principles of data collection
 - Analyzing case study evidence: making meaning of data and details
 - Reporting case study evidence at the scholarly, practitioner and client levels
12. Learning Goals:

The essential objectives of this course include:

 - (1) To familiarize students with the purposes and applications of case study analyses and applications in public policy and administration;**
 - (2) To examine key case study skills and tools within the context of both quantitative and qualitative research and their application to policy needs assessment, expert testimony, strategic option identification and policy evaluation;**
 - (3) To assess both the impact of basic and applied case study analysis to policy and administrative dimension of the doctoral program Final Project.**
14. Assessment Strategies: Students will be assessed on the following criteria:
 - Comprehension of the objectives of case study research
 - Ability to design and execute case study research design
 - Capacity to incorporate and relate other methodologies in case study design and development
 - Ability to effectively collect and analyze case study evidence or data
 - Demonstrated capacity to report case study data results and applications

15. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc.)

Textbooks:

Robert E. Stake, *The Art of Case Study Research*, 2nd Edition. Thousand Oaks, California: Sage Publications, 1995.

Robert K. Yin, *Case Study Research: Design and Methods*, 3rd Edition. Sage Publications, 2003.

Robert E. Stake, *Multiple Case Study Analysis*. New York: The Guilford Press, 2006.

Journals: (Note: Students will be required to access these journals in the UB or USM libraries. They are not required to subscribe to these journals)

The Journal of Public Administration Research and Theory

Administrative Theory and Praxis

The Journal of Qualitative Studies

Evaluation Quarterly

Software: QSR-Nu*Dist software analysis for qualitative research