

**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):		
Addition of PUAD 832: Use of Existing Datasets/Advanced Statistics <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"/>

<b>Box 3: ACTION ITEM</b> (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	ABCDEFHJK
	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>			
<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"/>	R. Financial Tables (MHEC)
<input checked="" type="checkbox"/>	P. Course Definition Document	<input type="checkbox"/>	S. Contract
			T. Other

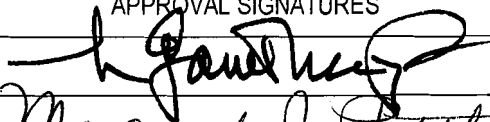
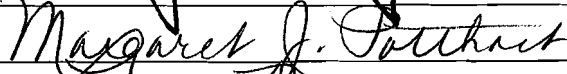
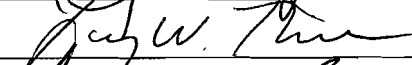
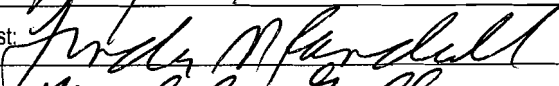
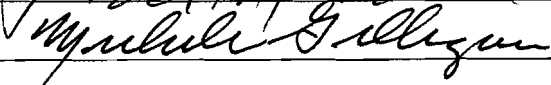
- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before 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)**

<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):
Addition of PUAD 832

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: 	10/26/06
B. Final faculty review body within each School	Chair: 	11/14/06
C. College Dean	Dean: 	11/20/06
D. Provost and Senior Vice President for Academic Affairs	Provost: 	11/27/06
E. Curriculum Review Committee (UFS subcommittee)	Chair: 	12/14/06
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> Laura Wilson-Gentry	<b>Phone:</b> 6102
<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 832: Use of Existing Data/Advanced Statistics		
<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 832: Use of Existing Data/Advanced Statistics)

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> Use of Existing Data/Advanced Statistics	<b>Course # / HEGIS Code:</b> PUAD 832	<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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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 832
5. Course Title: Use of Existing Data/Advanced Statistics
6. Credit Hours : 3 credits
7. Catalog Description (Paragraph should reflect general aims and nature of the course):  
In-depth exposure to issues in using administrative data and research datasets collected by other entities. Also use of advanced statistical analyses including an in-depth exposure to Multiple Regression and its assumptions, Logistic Regression, Factor Analysis, Discriminant Function Analysis and Time Series Analysis.
8. Prerequisites: PUAD 813
9. Faculty qualified to teach course: Wilson-Gentry, Darling, Kittredge
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
12. Content Outline:
  - a. Weekend One: Searching for Existing Data; Issues in Using Existing Data; SPSS/Managing Data
  - b. Weekend Two: Review of Regression/Assumptions of Regression
  - c. Weekend Three: Alternative Forms of Regression: Logit/Probit; Loglinear
  - d. Weekend Four: Factor and Discriminant Function Analysis;
  - e. Weekend Five: Time Series Analysis
13. Learning Goals:
  - a.. To have students understand the issues in using pre-existing data and managing these datasets;
  - b. To understand advanced statistical procedures
  - c. To apply several of these procedures to existing datasets
14. Assessment Strategies:
  - a. Students will have to work with a large, pre-existing dataset; understand its limitations and manage the data;
  - b. Students will have to successfully execute advanced statistical routines in SPSS
  - c. Students will have to interpret results appropriately and apply acceptable caveats to the use of the data
15. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc.)  
**Textbooks: Hair, Black, Babin, Anderson and Tatum. Multivariate Data Analysis, 6<sup>th</sup> edition.**  
**Sage Green Book Series on Quantitative Analysis.**  
**Software:**  
Statistical Package for the Social Sciences (SPSS)

**Addendum for PUAD 832, Shady Grove Impact**

**As the D.P.A. Program will be using SPSS Program to undertake statistical analysis for advanced statistics, students will be required to purchase the SPSS Doctoral Student Package as a textbook for the course. Instructors will use their own laptop with SPSS for instructional purposes if needed.**