

**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 XX   | <b>Contact Name:</b> Virginia Carruthers | <b>Phone:</b> 6027 |
| <b>DEPARTMENT / DIVISION:</b> English and Communications Design   |  |                    |
| <b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):<br>#10—change in requirements for the Professional Writing Program |  |                    |
| <b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall XX Spring <input type="checkbox"/> Year: 2009  |  |                    |

|                               |                                     |                                     |                                   |                                |
|-------------------------------|-------------------------------------|-------------------------------------|-----------------------------------|--------------------------------|
| <b>Box 1: TYPE OF ACTION</b>  | ADD(NEW) <input type="checkbox"/>   | DEACTIVATE <input type="checkbox"/> | MODIFY XX                         | OTHER <input type="checkbox"/> |
| <b>Box 2: LEVEL OF ACTION</b> | Non-Credit <input type="checkbox"/> | Undergraduate XX                    | Graduate <input type="checkbox"/> | OTHER <input type="checkbox"/> |

| <b>Box 3: ACTION ITEM</b><br>(check appropriate boxes) |  | <b>DOCUMENTS REQUIRED</b><br>(see box 4 below) | <b>IMPACT REVIEWS</b><br>(see box 5 on back) | <b>APPROVAL SEQUENCE</b><br>(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  |
|  | 8. New Course  | NOP  |  | ABCDEF  |
|  | 9. Deactivate a Course   | NO   |  | ABCDEF  |
| X  | 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                                   | 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  |

| <b>Box 4: DOCUMENTATION (check boxes of documents included)</b> |                               |  |                              |          |
|---|-------------------------------|--|------------------------------|----------|
| XX  | N. This Cover Sheet           |  | Q. Full 5-page MHEC Proposal | T. Other |
| XX  | O. Summary Proposal           |  | R. Financial Tables (MHEC)   |          |
|   | P. Course Definition Document |  | 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)**

|  |
|--|
| <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): |
| 10 change in requirements for the Professional Writing Program   |

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<br><input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached                         | Director or designee:                              |         |
| b. OTS<br><input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached                  | CIO or designee:<br><i>Dustin A. Wood</i>          | 2/23/09 |
| c. University Relations<br><input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached | Director or designee:<br><i>Catherine Keenan</i>   | 2/23/09 |
| d. Admissions<br><input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached           | Director or designee:<br><i>[Signature]</i>        | 2/23/09 |
| e. Records<br><input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached              | Registrar or designee:<br><i>[Signature]</i>       | 2/23/09 |

| Box 6: APPROVAL SEQUENCE                                  | APPROVAL SIGNATURES   | DATE    |
|---|---|---------|
| A. Department / Division                                  | Chair: <i>Donald L. [Signature]</i>                                     | 2/23/09 |
| B. Final faculty review body within each School           | Chair: <i>Margaret J. Potthast</i>                                      | 2/24/09 |
| C. College Dean   | Dean: <i>John W. [Signature]</i>  | 2/24/09 |
| D. Provost and Senior Vice President for Academic Affairs | Provost: <i>Marquand C. Webb Jr. [Signature]</i>                        | 2-26-09 |
| E. Curriculum Review Committee (UFS subcommittee)         | Chair: <i>Peter J. [Signature]</i>                                      | 3-11-09 |
| 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> Virginia Caruthers | <b>Phone:</b> 6027 |
| <b>DEPARTMENT / DIVISION:</b> English and Communications Design   |   |                    |
| <b>SHORT DESCRIPTION OF PROPOSAL</b> (state action item 1-23 and course name & number or program affected):                     |   |                    |
| #10—change in requirements for the professional writing program   |   |                    |
| <b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2009 |   |                    |

O-1: Briefly describe what is being requested:

We propose that professional writing students be able to fulfill their computer graphics requirement by taking *either* CMAT 211 or CMAT 350.

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:

Currently, students who choose the professional writing program area within the English major are required to take CMAT 350 Computer Graphics. Since the implementation of the four-year program for corporate communication majors and the creation of CMAT 211 Computer Graphics: Publishing to serve as one of the major requirements for corporate communication students, significantly fewer sections of CMAT 350 are offered. We believe that it is very important for our professional writing students to have a sound working knowledge of the Adobe program InDesign, which is taught in both 211 and 350. We propose to allow professional writing majors to acquire that knowledge by completing either 211 or 350. If a student already knows InDesign well, there will be an opportunity to take a proficiency exam. If the student passes that exam, he or she will be able substitute an additional appropriate divisional elective for the ordinarily required course.

## Impact Statement From the Office of University Relations

These changes could potentially affect the undergraduate and graduate catalogs—which the Office of University Relations currently manages and produces—as well as other recruitment publications that contain this type of specific academic material. The timing of the final approval for these changes will be a determining factor in our ability to incorporate the new information in a timely fashion in any related materials that are on our production schedule.