

**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> JON SHORR/VIRGINIA CARRUTHERS	<b>Phone:</b> 6059/6027
<b>DEPARTMENT / DIVISION:</b> SCHOOL OF COMMUNICATIONS DESIGN		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable): #10 REVISE ENGLISH MAJOR REQUIREMENTS		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

<b>Box 1: TYPE OF ACTION</b>	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
<b>Box 2: LEVEL OF ACTION</b>	Non-Credit <input type="checkbox"/>	Undergraduate <input checked="" type="checkbox"/>	Graduate <input 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)
<input type="checkbox"/>	1. Experimental Course <sup>1</sup>	N, O, P	a, c, e	AC
<input type="checkbox"/>	2. Course Title	N, O		ACD
<input type="checkbox"/>	3. Course Credits	N, O, (P)		ACD
<input type="checkbox"/>	4. Course Number	N, O		ACD
<input type="checkbox"/>	5. Course Level	N, O		ACD
<input type="checkbox"/>	6. Pre & Co-Requisite	N, O		ACD
<input type="checkbox"/>	7. Course Description	N, O, P		ABCDEF
<input type="checkbox"/>	8. New Course	N, O, P		ABCDEF
<input type="checkbox"/>	9. Deactivate a Course	N, O		ACDEF
<input checked="" type="checkbox"/>	10. Program Requirements	N, O	(b, c, d, e)	ACDEF
<input type="checkbox"/>	11a. UG Specialization (24 credits or less)	N, O	a, b, c, d, e	ACDEF
<input type="checkbox"/>	11b. Masters Specialization (12 credits or less)	N, O	a, b, c, d, e	ACDEF
<input type="checkbox"/>	11c. Doctoral Specialization (18 credits or less)	N, O	a, b, e	ACDEF
<input type="checkbox"/>	12. Minor (add or delete)	N, O	a, b, c, d, e	ACDEF
<input type="checkbox"/>	13. Closed Site Program	N, O	e	ACDEIL
<input type="checkbox"/>	14. Program Suspension	N, O, S	a, e	ACDEFGIJL
<input type="checkbox"/>	15. Program Reactivation	N, O		
<input type="checkbox"/>	16a. Certificate Program (ug/g) exclusively within existing degree program	N, O	a, c, e	ACDEFJIM
<input type="checkbox"/>	16b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	N, O, Q, R, S	a, c, e	ACDEFIKM
<input type="checkbox"/>	17. Off-Campus Delivery of Existing Program	N, O, S	a, b, c, e	ACDEJM
<input type="checkbox"/>	18a. UG Concentration (exceeds 24 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
<input type="checkbox"/>	18b. Masters Concentration (exceeds 12 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
<input type="checkbox"/>	18c. Doctoral Concentration (exceeds 18 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
<input type="checkbox"/>	19. Program Title Change	N, O, S	a, c, d, e	ACDEFGIKM
<input type="checkbox"/>	20. Program Termination <sup>2</sup>	N, O, S	d, e	ACDEFGIKM
<input type="checkbox"/>	21. New Degree Program <sup>3</sup>	N, O, Q, R, S	a, c, d, e	ACDEFGIKM
<input type="checkbox"/>	22. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)					
<input type="checkbox"/>	N. This Cover Sheet	<input type="checkbox"/>	Q. Full 5-page MHEC Proposal	<input type="checkbox"/>	T. Other
<input type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	R. Financial Tables (MHEC)	<input type="checkbox"/>	
<input type="checkbox"/>	P. Course Definition Document	<input type="checkbox"/>	S. Other documents as may be required by MHEC/ USM. See <a href="http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx">http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx</a>	<input type="checkbox"/>	

<sup>1</sup> Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.

<sup>2</sup> See USM Policy on the Review and Abolition of Academic Programs (<http://www.usmd.edu/regents/bylaws/SectionIII/III702.html>) for list of information that must be provided for this action.

**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)**

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<b>DEPARTMENT / DIVISION:</b> SCHOOL OF COMMUNICATIONS DESIGN
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 and program name OR course name, code, & number as applicable): #10 REVISE ENGLISH MAJOR REQUIREMENTS
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010

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 <i>May have impact</i> <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	CIO or designee: <i>Frank A. Wood</i>	11.5.09
c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: <i>Genevieve Be...</i>	11.4.09
d. Admissions <i>Concern w/ OTS and Univ. Relations</i> <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: <i>Janet Whelan</i>	11/09/09
e. Records <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee: <i>J. Wood</i>	11/9/09

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: <i>Jonah Z...</i>	11/9/09
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: <i>Margaret J. Pothack</i>	11/23/09
D. College Dean	Dean: <i>Roger W. Thur...</i>	11/24/09
E. Provost and Senior Vice President for Academic Affairs	Provost: <i>J. Wood</i>	12/1/09
F. Curriculum Review Committee (UFS subcommittee)	Chair:	
G. University Faculty Senate (UFS option)	Chair:	
H. University Council <sup>4</sup>	Chair:	
I. President	President:	
J. Board of Regents – notification only		
K. Board of Regents – approval		
L. MHEC – notification only		
M. MHEC – approval		
N. Middle States Association notification	Required only if the mission of the University is changed by the action	

<sup>4</sup> University Council *review* (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues

Impact Statement from the Office of Technology Services

11/5/09  
JSM

These changes will require adjustment to the functional setup of PeopleSoft, which are handled by representatives from various business units and the schools. OTS advises that functional consideration of changes to any online application, portal information, reporting and extracts to the data warehouse should be considered by the constituent population, particularly if there is any existing PeopleSoft or reporting customization(s) that may need to be adjusted. Institutional Research may need to analyze data capture and reporting for internal and external reporting and trending.

OTS technical staff is available to participate in a consultative fashion as these changes continue to be evaluated and can assist in drafting specifications if necessary. No action will be taken unless requested by the functional representatives involved in reviewing the impact of these changes. Actions to make any changes should be triggered by the submission of a Call Center ticket with accompanying details.

Timely implementation for these changes may hinge on the development of functional requirements, technical specifications, developer coding, developer testing, user testing and scheduling production migration. These actions are dependent upon the workload and current priority of shared technical campus resources. Proactive and early planning will assist in meeting deadlines.

## 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.

## UNIVERSITY OF BALTIMORE

**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> JON SHORR/VIRGINIA CARRUTHERS	<b>Phone:</b> 6059/6027
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<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:

We propose three minor changes to the structure of the English major:

1. dividing the Writing Programs specialization within the English major into separate specializations in Creative Writing and Professional Writing.
2. Changing one "skills" elective in the Discourse & Technology specialization to a "major elective."
3. Moving one "major elective" from each specialization to the list of required core courses that all English majors take.
4. Changing the names of the English subcategories from "concentrations" to "specializations."

**These changes are detailed on the attached sheets.**

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:

1. Dividing The Writing Programs into separate specializations will make each of the two writing specializations currently within it more visible and thereby more marketable.
2. The literature, creative writing, and professional writing specializations each has one or more "major electives," in which students may choose courses from any of the division's upper level offerings—CMAT, ENGL, WRIT. This change keeps the discourse & technology specialization parallel with them.
3. Because the specializations all share the "major elective" requirement, it makes sense to list it in the same place—the major core—where all other common requirements are listed.
4. Changing the names of the English subcategories from "concentrations" to "specializations" will make them more consistent with the naming conventions of other majors within the College.

<p align="center"><b><u>CURRENT ENGLISH MAJOR CORE</u></b>  <b><u>(taken by all English majors, regardless of concentration)</u></b></p>	<p align="center"><b><u>PROPOSED ENGLISH MAJOR CORE</u></b>  <b><u>(taken by all English majors, regardless of specialization)</u></b></p>	<p align="center"><b><u>CHANGES</u></b></p>
<p>ONE period &amp; context course....3cr  ENGL 311, 342, 361, 362, 366, 374, 400, 421, 431, 432, 441, 442, 450</p> <p>ONE Shakespeare course.....3cr  ENGL 364 or ENGL 365</p> <p>ENGL 498/Seminar in English:  The Modern Tradition.....3cr</p> <p align="center"><b>English Major Core: 9 credits</b></p>	<p>ONE period &amp; context course....3cr  ENGL 311, 342, 361, 362, 366, 374, 400, 421, 431, 432, 441, 442, 450</p> <p>ONE Shakespeare course.....3cr  ENGL 364 or ENGL 365</p> <p>ENGL 498/Seminar in English:  The Modern Tradition.....3cr</p> <p>Major Elective.....3cr  (any 300-400 CMAT, ENGL, or WRIT course)</p> <p align="center"><b>English Major Core: 12 credits</b></p>	<p>We are proposing moving three elective credits from the concentrations into the core. (The elective requirement remains the same; we're just moving it from one column to another.)</p> <p>We are also proposing changing the names of the English subcategories from "concentrations" to "specializations" to keep them more consistent with other programs in the college.</p>

<u>CURRENT ENGLISH MAJOR</u> <u>LITERATURE CONCENTRATION</u> <b>27 credits</b>	<u>PROPOSED ENGLISH MAJOR</u> <u>LITERATURE SPECIALIZATION</u> <b>24 credits</b>	<u>CHANGES</u>
ENGL 397/Reading Strategies....3cr  (Two additional period and context courses).....6cr  Literature electives (300-400 ENGL courses).....9cr Major electives (300-400 CMAT/ENGL/WRIT courses).....9cr	ENGL 397/Reading Strategies....3cr  (Two additional period and context courses).....6cr  Literature electives (300-400 ENGL courses).....9cr Major electives.....6cr (300-400 CMAT/ENGL/WRIT courses)	<p>We are moving three Major elective credits from this concentration to the English major core.</p> <p>Practically speaking, though, the coursework required of English/literature majors will not change.</p>

<p align="center"><b><u>CURRENT ENGLISH MAJOR</u></b>  <b><u>THE WRITING PROGRAMS</u></b>  <b><u>CONCENTRATION</u></b>  <b>27 credits</b></p>	<p align="center"><b><u>PROPOSED ENGLISH MAJOR</u></b>  <b><u>THE WRITING PROGRAMS</u></b>  <b><u>CONCENTRATION</u></b></p>	<p align="center"><b><u>CHANGES</u></b></p>
<p align="center"><b>PROFESSIONAL WRITING SPECIALIZATION</b> 27 credits</p> <p>CMAT 350/CptrGrphcs.....3cr  WRIT 380/Syntx-smantcs-style..3cr  WRIT 382/Wrtr as reader.....3cr  WRIT 330/Wrt-Edit-Publ.....3cr  WRIT 407/Internship.....3cr  WRIT 430/Copyedit&amp;Doc Desn...3cr</p> <p>Professional Writing Electives (six credits of professional writing courses).....6cr</p> <p>Major Electives .....3cr (three electives from CMAT, ENGL, and/or WRIT)</p> <p align="center"><b>CREATIVE WRITING SPECIALIZATION</b> 27 credits</p> <p>WRIT 380/Syntx-smantcs-style..3cr  WRIT 382/Wrtr as reader.....3cr  ENGL 320 Contemp Lit.....3cr</p> <p>(Choose <b>Two</b>).....6cr  WRIT 315 CWwkshp: Memoir  WRIT 318 CWwkshp: Poetry  WRIT 319 CWwkshp: Fiction  WRIT 363 CWwkshp: Scrnwrtdg</p> <p>WRIT 401 Publctn&amp;Perfrm.....3cr</p> <p>Major Electives.....9cr (three electives from CMAT, ENGL, and/or WRIT)</p>	<p>The "The Writing Programs" concentration will cease to exist.</p>	<p>We propose dividing the existing concentration into two separate concentrations, one in professional writing, the other in creative writing. This will give higher visibility to both of them. The structural result will be that instead of three subcategories under English (literature, the writing programs, and discourse &amp; technology), with one having two specializations, the English major will have four subcategories, to be renamed "specializations."</p> <p>The specifics of the changes to each specialization are explained below.</p>



<u>CURRENT ENGLISH MAJOR</u> <u>PROFESSIONAL WRITING</u> <u>SPECIALIZATION</u> 27 credits	<u>PROPOSED ENGLISH MAJOR</u> <u>PROFESSIONAL WRITING</u> <u>SPECIALIZATION</u> 24 credits	<u>CHANGES</u>
CMAT 350 Cpter Graphics.....3cr  WRIT 330 Wrtg-Edit-Publ.....3cr WRIT 380 Syntx-semntcs-style..3cr WRIT 407 Internship .....3cr WRIT 430Cpyedt-DocDesn.....3cr          WRIT 382 Writer as Reader.....3cr          Professional Writing Electives...6cr (six credits of professional writing courses)          Major Electives .....3cr (three credits of CMAT, ENGL, or WRIT courses).3cr	CMAT211CptrGrphcs:Publshg..3cr  WRIT 330.....3cr WRIT 380.....3cr WRIT 407.....3cr WRIT 430.....3cr          Professional Writing electives...9cr (nine credits of 300-400 professional writing courses)	<p>A few years ago, we divided CMAT 350/<i>Computer Graphics</i> into two courses, CMAT 211 (dealing more with print applications) and 212 (dealing more with electronic applications) and have been phasing out CMAT 350. CMAT 211 continues to give professional writing students the software skills we think they need.</p> <p>We are deleting WRIT 382/<i>Writer as Reader</i>, as it no longer seems as necessary as it once did.</p> <p>We are adding three more credits of professional writing electives to strengthen the specialization's core.</p> <p>We are moving the three Major elective credits from this specialization to the English major core. The requirement remains the same; the only change is the column under which they're listed.</p>



<p align="center"><b><u>CURRENT ENGLISH MAJOR DISCOURSE &amp; TECHNOLOGY CONCENTRATION</u></b> 27 credits</p>	<p align="center"><b><u>PROPOSED ENGLISH MAJOR DISCOURSE &amp; TECHNOLOGY SPECIALIZATION</u></b> 24 credits</p>	<p align="center"><b><u>CHANGES</u></b></p>
<p>ENGL 392/Archaeology of Lang...3cr  ENGL 395/Narrative Discourse.....3cr  CMAT 352/MediaLiteracy.....3cr</p> <p>Directed Project .....3cr  (CMAT489, ENGL489, or WRIT489)</p> <p>Application Requirement.....15cr  (related courses from media  production, graphic design, or  writing)</p>	<p>ENGL 392.....3cr  ENGL 395.....3cr  CMAT 352.....3cr</p> <p>Directed Project .....3cr  (CMAT489, ENGL489, or WRIT489)</p> <p>Application Requirement.....12cr  (related courses from media  production, graphic design, or  writing)</p>	<p>We are reducing the application requirement from 15 credits to 12 credits. Those three credits will be replaced by three credits of major electives (CMAT, ENGL, WRIT) and are being moved to the English major core requirements to keep all of the specializations more consistent.</p>

**REVISED ENGLISH MAJOR REQUIREMENTS: SUMMARY SHEET**

**ENGLISH MAJOR CORE REQUIREMENTS (REGARDLESS OF CONCENTRATION)**

ONE period and context course:  
 ENGL 311, 342, 361, 362, 366, 374, 400, 421, 431, 432, 441, 442, 450 .....3cr

ONE Shakespeare course:  
 ENGL 364 or ENGL 365.....3cr

ENGL 498/Seminar in English: The Modern Tradition.....3cr

Major Elective  
 (any CMAT, ENGL, or WRIT course).....3cr

**English Major Core: 12 credits**

<b>LITERATURE</b>	<b>PROFESSIONAL WRITING</b>	<b>CREATIVE WRITING</b>	<b>DISCOURSE &amp; TECHN</b>
ENGL 397.....3cr (Two additional period and context courses).....6cr	CMAT 211.....3cr WRIT 330.....3cr WRIT 380.....3cr WRIT 430.....3cr WRIT 407.....3cr	(Choose Two) ...6cr ENGL 315, 318, 320 WRIT 401 .....3cr	ENGL 392.....3cr ENGL 395.....3cr CMAT 52.....3cr CMAT489, ENGL489, or WRIT489.....3cr
Literature electives (300-400 ENGL courses).....9cr	Professional Writing electives (300-400 courses).....6cr	(Choose Three)..9cr WRIT 315, 318, 319, 363	Application Requirement (12 credits of related courses from media production, graphic design, or writing).....12cr
Major electives (300-400 CMAT/ENGL/WRIT courses) .....6cr	Major electives (300-400 CMAT/ENGL/WRIT courses) .....3cr	Major electives (300-400 CMAT/ENGL/ WRIT courses) .....6cr	
<b>Literature 24 credits</b>	<b>Professional Writing 24 credits</b>	<b>Creative Writing 24 credits</b>	<b>Discrse &amp; Technology 24 credits</b>
<b>Plus English major core 12 credits</b>	<b>Plus English major core 12 credits</b>	<b>Plus English mjr core 12 credits</b>	<b>Plus English mjr core 12 credits</b>
<b>TOTAL CREDITS IN MAJOR 36</b>	<b>TOTAL CREDITS IN MAJOR 36</b>	<b>TOTAL CREDITS IN MAJOR 36</b>	<b>TOTAL CREDITS IN MAJOR 36</b>