

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: Chris Justice	Phone: 410-837-6259
DEPARTMENT / DIVISION: School of Communications Design		
SHORT DESCRIPTION OF PROPOSAL #9 Deactivate a Course: WRIT 300L (NOT WRIT 300, but only WRIT 300L)		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

Box 1: TYPE OF ACTION ADD(NEW) <input type="checkbox"/> DEACTIVATE <input checked="" type="checkbox"/> MODIFY <input type="checkbox"/> OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION 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)
	1. Experimental Course ¹	N, O, P	a, c, e	AC
	2. Course Title	N, O		ABCD
	3. Course Credits	N, O, (P)		ABCD
	4. Course Number	N, O		ABCD
	5. Course Level	N, O		ABCD
	6. Pre & Co-Requisite	N, O		ABCD
	7. Course Description	N, O, P		ABCDEF
	8. New Course	N, O, P		ABCDEF
X	9. Deactivate a Course	N, O		ABCDEF
	10. Program Requirements	N, O	(b, c, d, e)	ABCDEF
	11a. UG Specialization (24 credits or less)	N, O	a, b, c, d, e	ABCDEF
	11b. Masters Specialization (12 credits or less)	N, O	a, b, c, d, e	ABCDEF
	11c. Doctoral Specialization (18 credits or less)	N, O	a, b, e	ABCDEF
	12. Minor (add or delete)	N, O	a, b, c, d, e	ABCDEF
	13. Closed Site Program	N, O	e	ABCDEHIK
	14. Program Suspension	N, O, S	a, e	ABCDEFGIK
	15. Program Reactivation	N, O		
	16a. Certificate Program (ug/g) exclusively within existing degree program	N, O	a, c, e	ABCDEFHIK
	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	ABCDEFHJL
	17. Off-Campus Delivery of Existing Program	N, O, S	a, b, c, e	ABCDHIL
	18a. UG Concentration (exceeds 24 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
	18b. Masters Concentration (exceeds 12 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
	18c. Doctoral Concentration (exceeds 18 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
	19. Program Title Change	N, O, S	a, c, d, e	ABCDEFHJL
	20. Program Termination ²	N, O, S	d, e	ABCDEFHIK
	21. New Degree Program ³	N, O, Q, R, S	a, c, d, e	ABCDEFHJL
	22. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)			
X	N.	This Cover Sheet	
X	O.	Summary Proposal	
	Q.	Full 5-page MHEC Proposal	
	R.	Financial Tables (MHEC)	
	S.	Other documents as may be required by MHEC/ USM. See	
	T.	Other	
	P.	Course Definition Document	

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



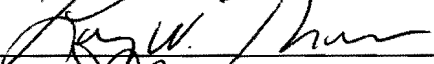
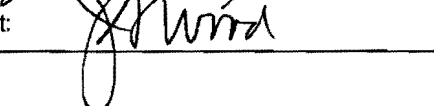
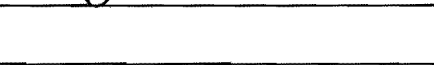
² See USM Policy on the Review and Abolition of Academic Programs () for list of information that must be provided for this action.

³ 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.

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

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA X	Contact Name: Chris Justice	Phone: x6259
DEPARTMENT / DIVISION: School of Communications Design		
SHORT DESCRIPTION OF PROPOSAL Deactivating WRIT 300L		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall X <input type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

Box 5: IMPACT REVIEW procedures for authorized signers)	SIGNATURES (see	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: 	12/7/09
B. General Education (as required for #7, #8)	
C. Final faculty review body within each School Chair: 	12/10/09
D. College Dean Dean: 	12/14/09
E. Provost and Senior Vice President for Academic Affairs Provost: 	10/15/09
F. Curriculum Review Committee (UFS subcommittee) Chair: 	
G. University Faculty Senate (UFS option) Chair:	
H. University Council ⁴ 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	

⁴ 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.

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 X	Contact Name:	Chris Justice	Phone: 410-837-6259
DEPARTMENT / DIVISION: School of Communications Design						
SHORT DESCRIPTION OF PROPOSAL (State Document N, Box 3, action item and program name OR course name, code, & number as applicable): #9 Deactivate a Course – WRIT 300L						
PROPOSED SEMESTER OF IMPLEMENTATION: Fall X Spring <input type="checkbox"/> Year: 2010						

O-1: Briefly describe what is being requested:

We want to deactivate WRIT 300L.

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

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title:	Course # / HEGIS Code:	Credits:

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

In the fall 08, WRIT 300 officially replaced IDIS 300 as our upper-level general education writing requirement. WRIT 300 currently has two components: a workshop (WRIT 300) and an online forum (WRIT 300L). Currently, students have to register in each of these separately although their experience in each is considered “one” course worth three credits. The rationale for this was to enable students to have a heterogeneous classroom experience (the workshop, where students from various majors resided) and a homogenous classroom experience (the online forum, where students from only one major resided and studied discipline-specific writing topics).

However, as the course has evolved, the need for students to register in two distinct components is no longer necessary. Starting in the fall 2010, students will be registering directly into discipline-specific sections of WRIT 300, which means they’ll only need to register for one “thing”: WRIT 300-SDE, WRIT 300-AIT, WRIT 300-BUS, etc. Consequently, WRIT 300L is simply no longer needed. This proposal just makes that official.