Document N: Course and Program Development:
IMPACT AND APPROVAL SIGNATURES
See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL:  
- LAW
- MSB
- CAS
- CPA

CONTACT NAME: Cheryl Wilson  
PHONE: x5203

DEPARTMENT/DIVISION: School of Communications Design  
DATE PREPARED: 10/25/14

PROPOSED SEMESTER OF IMPLEMENTATION:  
- fall
- spring

YEAR: 2015

TYPE OF ACTION:  
- add (new)
- deactivate
- modify
- other

LEVEL OF ACTION:  
- noncredit
- undergraduate
- graduate
- other

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

- COURSE ACTIONS
- PROGRAM ACTIONS

Original Subject Code/Course Number: WRIT298
Original Program Title:

Original Course Title: Topics in Writing

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

<table>
<thead>
<tr>
<th>COURSE ACTIONS</th>
<th>PROGRAM ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experimental Course</td>
<td>10. Program Requirements</td>
</tr>
<tr>
<td>2. Course Title</td>
<td>11a. Undergraduate Specialization (24 credits or fewer)</td>
</tr>
<tr>
<td>3. Course Credits</td>
<td>11b. Master's Specialization (12 credits or fewer)</td>
</tr>
<tr>
<td>4. Course Number</td>
<td>11c. Doctoral Specialization (18 credits or fewer)</td>
</tr>
<tr>
<td>5. Course Level</td>
<td>12. Minor (add or delete)</td>
</tr>
<tr>
<td>6. Pre- and Co-Requisite</td>
<td>13. Closed Site Program</td>
</tr>
<tr>
<td>7. Course Description</td>
<td>14. Program Suspension</td>
</tr>
<tr>
<td>8. New Course</td>
<td>15. Program Reactivation</td>
</tr>
<tr>
<td>9. Deactivate Course</td>
<td>16a. Certificate Program (UG/G) exclusively within existing degree program</td>
</tr>
<tr>
<td>✓ 22. Other</td>
<td>16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)</td>
</tr>
</tbody>
</table>

ADDITIONAL DOCUMENTATION (check all appropriate boxes of documents included; review the list of necessary documents):
✓ summary proposal (O)  ○ course definition document (P)  ○ full five-page MHEC proposal (Q)
○ financial tables (MHEC) (R)  ○ other documents as may be required by MHEC/USM (S)  ○ other (T)
**IMPACT REVIEW** (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Impacted Entity</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Library</td>
<td>no impact</td>
<td></td>
</tr>
<tr>
<td></td>
<td>impact statement attached</td>
<td></td>
</tr>
<tr>
<td>b. OTS</td>
<td>no impact</td>
<td></td>
</tr>
<tr>
<td></td>
<td>impact statement attached</td>
<td></td>
</tr>
<tr>
<td>c. University Relations</td>
<td>no impact</td>
<td></td>
</tr>
<tr>
<td></td>
<td>impact statement attached</td>
<td></td>
</tr>
<tr>
<td>d. Admissions</td>
<td>no impact</td>
<td></td>
</tr>
<tr>
<td></td>
<td>impact statement attached</td>
<td></td>
</tr>
<tr>
<td>e. Records</td>
<td>no impact</td>
<td></td>
</tr>
<tr>
<td></td>
<td>impact statement attached</td>
<td></td>
</tr>
</tbody>
</table>

**APPROVAL SEQUENCE** (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department/Division (Chair)</td>
<td>Cheryl A. Wilson</td>
<td>10/23/14</td>
</tr>
<tr>
<td>B. General Education (for No. 7, 8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Final Faculty Review Body Within Each School (Chair)</td>
<td></td>
<td>11/12/14</td>
</tr>
<tr>
<td>D. Dean</td>
<td></td>
<td>11/19/14</td>
</tr>
<tr>
<td>E. University Faculty Senate (Chair)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. University Council (Chair)¹</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Provost and Senior Vice President for Academic Affairs</td>
<td></td>
<td>12/2/14</td>
</tr>
<tr>
<td>H. President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Board of Regents (notification only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Board of Regents (approval)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. MHEC (notification only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. MHEC (approval)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Middle States Association notification Required only if the University's mission is changed by the action</td>
<td>Required only if the University's mission is changed by the action</td>
<td></td>
</tr>
</tbody>
</table>

¹ University Council review (for 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.
Document O: Course and Program Development: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL: CAS

CONTACT NAME: Cheryl Wilson

PHONE: x5203

DEPARTMENT/DIVISION: School of Communications Design

DATE PREPARED: 10/25/14

PROPOSED SEMESTER OF IMPLEMENTATION: Fall 2015

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

- COURSE ACTIONS
- PROGRAM ACTIONS

Original Subject Code/Course Number:
WRIT298

Original Course Title:
Topics in Writing

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

- 1. Experimental Course
- 2. Course Title
- 3. Course Credits
- 4. Course Number
- 5. Course Level
- 6. Pre- and Co-Requisite
- 7. Course Description
- 8. New Course
- 9. Deactivate Course
- 22. Other

For changes to existing courses:

OLD TITLE
Topics in Writing

NEW TITLE
Topics in Writing

SUBJECT CODE/COURSE NO.
WRIT298
CREDITS
3

SUBJECT CODE/COURSE NO.
ENGL296
CREDITS
3
DESCRIBE THE REQUESTED COURSE/PROGRAM ACTION (additional pages may be attached if necessary):

Change the hegis code from WRIT to ENGL and course number from 298 to 296 (ENGL298 already exists)

\[ \text{WRIT298} \rightarrow \text{ENGL298} \]

Topics in Writing

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

The undergraduate English program currently includes courses with both ENGL and WRIT hegis codes. To eliminate confusion, promote cohesion within the major, and provide space for the further development of the University Writing Program, we are changing all WRIT courses within the major to ENGL. In some cases, this will also require re-numbering of courses. The only courses that will retain the WRIT hegis code are those overseen by the University Writing Program (currently: WRIT100, WRIT101, WRIT200, & WRIT300).