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: Debra L. Stanley
PHONE: 410 832 6082

DEPARTMENT/DIVISION: School of Criminal Justice
DATE PREPARED: 11/14/12

PROPOSED SEMESTER OF IMPLEMENTATION: 
- fall
- spring
YEAR: 2013

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: FSCS 615

Original Course Title:
Information Retrieval (paper and electronic)

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

COURSE ACTIONS
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

PROGRAM ACTIONS
10. Program Requirements
11a. Undergraduate Specialization (24 credits or fewer)
11b. Master's Specialization (12 credits or fewer)
11c. Doctoral Specialization (18 credits or fewer)
12. Minor (add or delete)
13. Closed Site Program
14. Program Suspension
15. Program Reactivation
16a. Certificate Program (UG/G) exclusively within existing degree program
16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)
17. Off-Campus Delivery of Existing Programs
18a. Undergraduate Concentration (exceeds 24 credits)
18b. Master's Concentration (exceeds 12 credits)
18c. Doctoral Concentration (exceeds 18 credits)
19. Program Title Change
20. Program Termination
21. New Degree Program
22. Other

ADDITIONAL DOCUMENTATION (check all appropriate boxes of documents included; review the list of necessary documents and signatures):

- 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></td>
<td></td>
</tr>
<tr>
<td>b. OTS</td>
<td></td>
<td></td>
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<tr>
<td>c. University Relations</td>
<td></td>
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<tr>
<td>d. Admissions</td>
<td></td>
<td></td>
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<tr>
<td>e. Records</td>
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</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>Sylvia H. Shawley</td>
<td>11/19/12</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>Mark D. Jaffe</td>
<td>11/27/12</td>
</tr>
<tr>
<td>D. Dean</td>
<td>Laura A. Wilson-Geary</td>
<td>11/27/12</td>
</tr>
<tr>
<td>E. University Faculty Senate (Chair)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. University Council (Chair)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Provost and Senior Vice President for Academic Affairs</td>
<td>Sylvia A. Schnellen</td>
<td>2/20/2013</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</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.
**Course and Program Development: SUMMARY PROPOSAL**

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

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**CONTACT NAME:** Debra L. Stanley  
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**DEPARTMENT/DIVISION:** School of Criminal Justice  
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**PROPOSED SEMESTER OF IMPLEMENTATION:**  
- fall  
- spring  
**YEAR:** 2013  

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

- **COURSE ACTIONS**
- **PROGRAM ACTIONS**

**Original Subject Code/Course Number:** 
FSCS 615

**Original Course Title:** 
Information Retrieval (paper and electronic)

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

### COURSE ACTIONS

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- 2. Course Title  
- 3. Course Credits  
- 4. Course Number  
- 5. Course Level  
- 6. Pre- and Co-Requisite  
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### PROGRAM ACTIONS

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**For changes to existing courses:**

<table>
<thead>
<tr>
<th>OLD TITLE</th>
<th>SUBJECT CODE/COURSE NO.</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW TITLE</td>
<td>SUBJECT CODE/COURSE NO.</td>
<td>CREDITS</td>
</tr>
</tbody>
</table>

**Summer 2010**
DESCRIBE THE REQUESTED COURSE/PROGRAM ACTION (additional pages may be attached if necessary):

Request approval of this new course as a foundational course for the M.S. in Forensic Science High Technology Crime.

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

This course is a core course in the MSFS degree program.

Course description -

Explores gathering of information and data, evidence collection, storage and security of records, personnel records and related issues, privacy issues, security of customer information*, duties and obligations of the information technology field. Also focuses on legal access to these records.

Prerequisite FSCS 601
DOCUMENT P: COURSE DEFINITION
See Course and Program Development Policy and Procedures (http://www.ubalt.edu/template.cfm?page=257) for instructions.

1. DATE PREPARED 11/16/2012

2. PREPARED BY
Debra L. Stanley, Ph.D. and Charles Tumosa, Ph.D.

3. DEPARTMENT/DIVISION School of Criminal Justice

4. COURSE NUMBER(S) with SUBJECT CODE(S) FSCS 615

5. COURSE TITLE Information Retrieval (paper & electronic)

6. CREDIT HOURS 4 credits

7. CATALOG DESCRIPTION Explores gathering of information and data, evidence collection, storage and security of records, personnel records and related issues, privacy issues, security of customer information, duties and obligations of the information technology field. Also focuses on legal access to these records.

8. PREREQUISITES FSCS 601

9. COURSE PURPOSE (how the course is to be used in the curriculum; e.g., required for the major, elective, etc.) required core course for the major in MSFS

10. GENERAL EDUCATION AREA (if applicable; e.g., social sciences, humanities, mathematics, etc.) n/a
11. COURSE TYPE/COMPONENT (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, practicum, research, seminar, supervision, thesis research, tutorial or workshop; this must match PeopleSoft 9.0 coding, so check with your dean's office if you are unsure of the correct entry) lecture and computer laboratory

12. FACULTY QUALIFIED TO TEACH COURSE Select adjunct professors employed by SJA

13. CONTENT OUTLINE
   - Gathering paper and electronic information and data
   - Evidence collection and chain of evidence procedures
   - Security of information and data
   - ITT policies and procedures for protecting information and data
   - Legal and Ethical issues

14. LEARNING GOALS At the completion of the course students will be able to -
   - Understand data gathering and evidence collection procedures
   - Understand the security and protection of information and data
   - Understand ethical and legal issues involving HR, confidentiality, and privacy issues
   - Understand the ITT protocols and policies for data preservation, storage, and security

15. ASSESSMENT STRATEGIES The learning goals will be assessed through student papers and projects in addition to routine examinations.

16. SUGGESTED TEXT(S) and MATERIALS (e.g. textbooks, equipment, software, etc., that students must purchase)
   Miscellaneous textbooks, possible software.

17. SPECIAL GRADING OPTIONS (if applicable) none

18. SUGGESTED CLASS SIZE 20, preferably 10

19. LAB FEES (if applicable) $65

Summer 2010