

**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 checked="" type="checkbox"/> YGCLA <input type="checkbox"/>	<b>Contact Name:</b> Darlene Smith	<b>Phone:</b> ext. 4996
<b>DEPARTMENT / DIVISION:</b> Dean's Office		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected): Suspension of the Master of Science in Business Program (Finance and Management Information Systems)		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Year: Summer 2007		

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

<b>Box 3: ACTION ITEM</b> (check appropriate boxes)	<b>DOCUMENTS REQUIRED</b> (see box 4 below)	<b>IMPACT REVIEWS</b> (see box 5 on back)	<b>APPROVAL SEQUENCE</b> (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
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
<input checked="" type="checkbox"/> 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>			
<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"/> P. Course Definition Document	<input type="checkbox"/> 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 checked="" type="checkbox"/> YGCLA <input type="checkbox"/>
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):
To temporarily suspend the Master of Science in Business programs (finance and management information systems).

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
<b>a. Library</b> <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: Steve LaBash (per telephone conversation with D.B. Smith)	4/16/07
<b>b. OTS</b> <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
<b>c. University Relations</b> <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
<b>d. Admissions</b> <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
<b>e. Records</b> <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee: Richard A. Morrell (per telephone conversation with D.B. Smith)	4/16/07

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair:	
B. Final faculty review body within each School	Chair: <i>Jon A. Moran</i>	4/16/07
C. College Dean	Dean: <i>Susan Zewer</i>	4/17/07
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>John W. Carr</i>	5/3/07
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Marilyn Gilligan</i>	5/1/07
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	<i>notified</i>	5/9/07
L. MHEC – approval		

M. Middle States Association notification	Required only if the mission of the University is changed by the action	
---	---	--

One-page letter with description and rational (MHEC requirement):

## **SUSPENSION OF MASTER OF SCIENCE IN BUSINESS**

To temporarily suspend the Master of Science in Business programs (finance and management information systems).

**Explanation:** Program suspension means that no new students will be admitted to the program for the next two years. Currently enrolled students will be able to complete their program plan of study.

**Rationale:** AACSB has recommended that we minimize the number of graduate business programs offered by the Merrick School of Business until that time that we are in full compliance with faculty sufficiency standards. The objective of this suspension is to allow the Merrick School the opportunity to take a comprehensive review of the program and determine its future direction.

**DOCUMENT O: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/>	<b>Contact Name:</b> Darlene Smith	<b>Phone:</b> ext 4996
<b>DEPARTMENT / DIVISION:</b> Dean's Office		
<b>SHORT DESCRIPTION OF PROPOSAL</b>		
Suspension of Master of Science in Business program		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Year: Summer 2007		

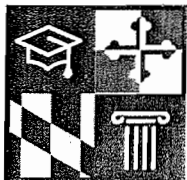
O-1: Briefly describe what is being requested:

To temporarily suspend the Master of Science in Business programs (finance and management information systems). Program suspension means that no new students will be admitted to the program for the next two years. Currently enrolled students will be able to complete their program plan of study. The objective of this suspension is to allow the Merrick School the opportunity to take a comprehensive review of the program and determine its future direction.

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:

AACSB has recommended that we minimize the number of graduate business programs offered by the Merrick School of Business until that time that we are in full compliance with faculty sufficiency standards. The objective of this suspension is to allow the Merrick School the opportunity to take a comprehensive review of the program and determine its future direction.



**MHEC**

Creating a state of achievement

**martin O'Malley**  
Governor

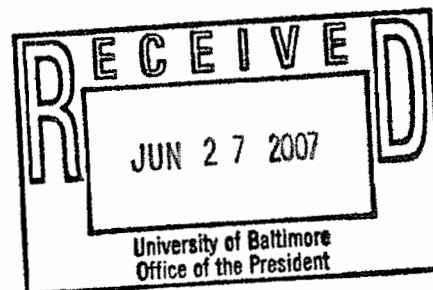
**Anthony G. Brown**  
Lt. Governor

**Kevin M. O'Keefe**  
Chairman

**James E. Lyons, Sr.**  
Secretary of Higher Education

June 20, 2007

Mr. Robert L. Bogomolny  
President  
University of Baltimore  
1420 North Charles Street  
Baltimore, Maryland 21201



Dear Mr. Bogomolny:

The Maryland Higher Education Commission has reviewed a request from the University of Baltimore to suspend the Master of Science (M.S.) in Business program for two years beginning in fall 2007. During the suspension, enrolled students may complete the degree program but no new students will be admitted. This suspension will apply to all the concentrations within the degree, all of which bear the same HEGIS and CIP codes.

<u>Program Title</u>	<u>Degree Level</u>	<u>HEGIS</u>	<u>CIP</u>
Business	M.S.	0501-00	52.0101

I am pleased to inform you that this request has been administratively approved. This decision was based on an analysis of the program in conjunction with the Maryland Higher Education Commission's *Policies and Procedures for Academic Program Proposals* and the *Code of Maryland Regulations*.

Thank you for keeping the Commission apprised of the programmatic changes being made at the University of Baltimore. I wish you continued success and look forward to hearing from you again once the comprehensive program review has been completed.

Sincerely,

James E. Lyons, Sr.  
Secretary of Higher Education

JEL:DES:cc

cc: Ms. Theresa Hollander, USM

**MARYLAND HIGHER EDUCATION COMMISSION**

839 Bestgate Rd. • Suite 400 • Annapolis, MD 21401-3013

T 410.260.4500 • 800.974.0203 • F 410.260.3200 • TTY for the Deaf 800.735.2258 • www.mhec.state.md.us

