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: Julie Simon **PHONE:** x6061

DEPARTMENT/ DIVISION: School of Communications Design **DATE PREPARED:** 4/19/11

PROPOSED SEMESTER OF IMPLEMENTATION: ○ fall ◉ spring **YEAR:** 2012

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:

CMAT 130

Original Course Title:

Baltimore in the Media

Original Program Title:

*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
5	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*):

☒ 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)*:

Impacted Entity	Signature	Date
a. Library ❑ no impact ❑ impact statement attached		
b. OTS ❑ no impact ❑ impact statement attached		
c. University Relations ❑ no impact ❑ impact statement attached		
d. Admissions ❑ no impact ❑ impact statement attached		
e. Records ❑ no impact ❑ impact statement attached		

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

Approval Level	Signature	Date
A. Department/Division (Chair)		6/14/11
B. General Education (for No. 7, 8)		/
C. Final Faculty Review Body Within Each School (Chair)	(for Nicole Hudgins)	6/14/11
D. Dean	(assistant dean)	6/14/11
E. University Faculty Senate (Chair)		
F. University Council (Chair)[1]		
G. Provost and Senior Vice President for Academic Affairs		9/6/11
H. President		
I. Board of Regents (notification only)		
J. Board of Regents (approval)		
K. MHEC (notification only)		
L. MHEC (approval)		
M. Middle States Association notification	Required only if the University's mission is changed by the action	

[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: ○ LAW ○ MSB ◉ CAS ○ CPA

CONTACT NAME: Julie Simon **PHONE:** x6061

DEPARTMENT/DIVISION: School of Communications Design **DATE PREPARED:** 4/19/11

PROPOSED SEMESTER OF IMPLEMENTATION: ○ fall ◉ spring **YEAR:** 2012

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

◉ ***COURSE ACTIONS*** ○ ***PROGRAM ACTIONS***

Original Subject Code/Course Number: CMAT 130

Original Program Title:

Original Course Title: Baltimore in the Media

*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

For changes to existing courses:

OLD TITLE **SUBJECT CODE/COURSE NO.** **CREDITS**

NEW TITLE **SUBJECT CODE/COURSE NO.** **CREDITS**

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

Change Lab Fee from "required" to "Lab ~~Fee Optional~~."

Lab Fee may be required. MJP

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

When originally proposed, the course involved a production element, which required a lab fee. We have modified the course so that some semesters there is a production element, in which we will specific the appropriate lab fee, while other semesters there is no production element--it is strictly an analysis course--in which case there is no need for students to be assessed a lab fee.