Document N: Course and Program Development:

IMPACT AND APPROVAL SIGNATURES

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

SCHOOL: 
- LAW
- MSB
- CAS
- CPA

CONTACT NAME: Julie Simon
PHONE: 617-996-1234

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

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
10. 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 (USG) exclusively within existing degree program
16b. Certificate Program (USG) outside of or across degree programs (24 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 (C)
- course definition document (F)
- full five-page MHEC proposal (Q)
- financial tables (MHEC) (F)
- other documents as may be required by MHEC USM (S)
- other (T)

Summer 2010
**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>
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<tr>
<td>b. OTS</td>
<td></td>
<td></td>
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<tr>
<td>c. University Relations</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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<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></td>
<td>6/14/11</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>6/14/11</td>
</tr>
<tr>
<td>D. Dean</td>
<td></td>
<td>6/14/11</td>
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<tr>
<td>E. University Faculty Senate (Chair)</td>
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<td></td>
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<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>9/6/11</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>
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<tr>
<td>K. MHEC (notification only)</td>
<td></td>
<td></td>
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<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.
**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

**PROPOSED SEMESTER OF IMPLEMENTATION:**
- fall
- spring

**DATE PREPARED:** 4/19/11
**YEAR:** 2012

**PROPOSED SEMESTER OF IMPLEMENTATION:**
- fall
- spring

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

- **COURSE ACTIONS**
  - Original Subject Code/Course Number: CMAT 130
  - Original Course Title: Baltimore in the Media
  - **☑** 22. Other

- **PROGRAM ACTIONS**
  - Original Program Title:
  - Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

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<tr>
<td>☑ 22. Other</td>
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<td></td>
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<td>19. Program Title Change</td>
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<td>20. Program Termination</td>
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<td></td>
<td>21. New Degree Program</td>
</tr>
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<td></td>
<td>22. Other</td>
</tr>
</tbody>
</table>

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

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

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.