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: Charles Tumosa **PHONE:** 410.837.6085

DEPARTMENT/DIVISION: Criminology, Criminal Justice & Forensic Studies **DATE PREPARED:** 2/7/13

PROPOSED SEMESTER OF IMPLEMENTATION: ◉ fall ○ spring **YEAR:** 2013

TYPE OF ACTION: ○ add (new) ○ deactivate ◉ modify ○ other

LEVEL OF ACTION: ○ noncredit ◉ undergraduate ○ graduate ○ other

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

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

Original Subject Code/Course Number:

FSCS 497

Original Course Title:

Advanced Evidence Collection

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
	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		2/7/13
[redacted] ☐ no impact ☐ impact statement attached		
c. University Relations ☐ no impact ☒ impact statement attached		2-7-13
[redacted]s ☐ no impact ☐ impact statement attached		
e. Records ☐ no impact ☐ impact statement attached		2-7-13

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

Approval Level	Signature	Date
A. Department/Division (Chair)		2/7/13
B. General Education (for No. 7, 8)		
C. Final Faculty Review Body Within Each School (Chair)		2/25/13
D. Dean		3/12/13
E. University Faculty Senate (Chair)		
F. University Council (Chair)[1]		
G. Provost and Senior Vice President for Academic Affairs		4/01/13
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: Charles Tumosa **PHONE:** 410.837.6085

DEPARTMENT/DIVISION: Criminology, Criminal Justice & Forensic Studies **DATE PREPARED:** 2/7/13

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 497

Original Course Title:

Advanced Evidence Collection

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
	22. Other

	PROGRAM ACTIONS
	10. Program Requirements
	11a. Undergraduate Specialization (24 credits or fewer)
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	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 Advanced Evidence Collection **SUBJECT CODE/COURSE NO.** FSCS 497 **CREDITS** 3

NEW TITLE Advanced Evidence Collection **SUBJECT CODE/COURSE NO.** FSCS 440 **CREDITS** 3

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

The course has been taught as a FSCS 497 experimental course, was quite successful, and is now to become a part of the core curriculum for the Crime Scene Certificate.

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

This is a course that has been requested by many students and will now become a part of the new Crime Scene certificate.

Impact Statement From the Office of University Relations

Please be advised that any programmatic changes are likely to affect recruitment and other publications as well as Web content produced and/or managed by the Office of University Relations that contain this type of specific academic information.

Please inform Catherine Leidemer (cleidemer@ubalt.edu or 410.837.6164) of any proposed changes that receive final approval and of any planned implementation timelines.

The timing of the final approval for these changes will be a determining factor in our ability to incorporate the new information in a timely fashion in any relevant materials that are on our production schedule. As a general guideline, the Office of University Relations should be notified of any programmatic changes to a scheduled recruitment publication at least two months prior to printing.

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 20 Feb 2013

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2. PREPARED BY Charles Tumosa

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3. DEPARTMENT/DIVISION Forensic Studies Program

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4. COURSE NUMBER(S) with SUBJECT CODE(S) FSCS 440

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5. COURSE TITLE Advanced Crime Scene Investigation

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6. CREDIT HOURS 3

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7. CATALOG DESCRIPTION FSCS 440 Advanced Crime Scene Investigation – The protection and analysis of a crime scene is a complex procedure. Information is obtained by utilizing ever increasing skills and technology. The skills involve the use of improved casting techniques, enhanced latent fingerprinting techniques and sophisticated new photographic techniques. This course introduces the student to these techniques.

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8. PREREQUISITES – Crime Scene Investigation FSCS 307

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9. COURSE PURPOSE (how the course is to be used in the curriculum; e.g., required for the major, elective, etc.) **This is one of four courses to be required to fulfill the requirements for a Certificate in Crime Scene Investigation. It is also a course that investigators may take as a Criminal Justice or Forensic Studies elective.**

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10. GENERAL EDUCATION AREA (if applicable; e.g., social sciences, humanities, mathematics, etc.) **Forensic Studies**

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)** **This is a course that is taught as a lecture and then has a practicum/laboratory experience. It is part of the Criminal Justice / Forensic Studies elective series and is a requirement for the Certificate in Crime Scene Investigation.**

12. FACULTY QUALIFIED TO TEACH COURSE Mike Bailey, Adjunct

13. CONTENT OUTLINE – General and Specialized casting techniques; Specialized photography; miscellaneous techniques for the development of latent fingerprints; specialized crime scene searches.

14. LEARNING GOALS The student will learn advanced techniques in the processing of crime scenes that include specialized photography, various casting techniques, and advanced latent fingerprint techniques.

15. ASSESSMENT STRATEGIES The classwork is assessed by examination of the work output and its correspondence to the test protocols for completing the classwork (i.e. forensic examinations). The class is also examined periodically by tests and quizzes.

16. SUGGESTED TEXT(S) and MATERIALS (e.g. textbooks, equipment, software, etc., that students must purchase) **N/A There are no books assigned to the course.**

17. SPECIAL GRADING OPTIONS (if applicable) N/A

18. SUGGESTED CLASS SIZE 12 students

19. LAB FEES (if applicable) **This course should have a modest laboratory fee, ~$65.**