UNIVERSITY OF BALTIMORE

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET
See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW □ MSB □ YGCLA XX Contact Name: Julie Simon Phone: x 6061
DEPARTMENT / DIVISION: School of Communications Design
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
20/Other - Add Lab Fee CMAT 212 Computer Graphics: Imaging
PROPOSED SEMESTER OF IMPLEMENTATION: Fall □ Spring XX Year: 2009

Box 1: TYPE OF ACTION ADD (NEW) □ DEACTIVATE □ MODIFY XX OTHER □
Box 2: LEVEL OF ACTION Non-Credit □ Undergraduate XX Graduate □ OTHER □

Box 3: ACTION ITEM (check appropriate boxes) DOCUMENTS REQUIRED
1. Experimental Course ¹
2. Course Title
3. Course Credits
4. Course Number
5. Course Level
6. Pre & Co-Requisite
7. Course Description
8. New Course
9. Deactivate a Course
10. Program Requirements
11a. UG Specialization (24 credits or less)
11b. Masters Specialization (12 credits or less)
11c. Doctoral Specialization (18 credits or less)
12. Closed Site Program
13. Program Suspension ²
14a. Certificate Program (ug/g) exclusively within existing degree program
14b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)
15. Off-Campus Delivery of Existing Program
16a. UG Concentration (exceeds 24 credit hours)
16b. Masters Concentration (exceeds 12 credit hours)
16c. Doctoral Concentration (exceeds 18 credit hours)
17. Program Title Change
18. Program Termination
19. New Degree Program
20. Other

IMPACT REVIEWS
DOCUMENTS REQUIRED
1. Experimental Course ¹
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15. Off-Campus Delivery of Existing Program
16a. UG Concentration (exceeds 24 credit hours)
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APPROVAL SEQUENCE
1. Experimental Course ¹
2. Course Title
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6. Pre & Co-Requisite
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20. Other

Box 4: DOCUMENTATION (check boxes of documents included)
X N. This Cover Sheet Q. Full 5-page MHEC Proposal T. Other
X O. Summary Proposal R. Financial Tables (MHEC)
P. Course Definition Document S. Contract

1. Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
2. Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
3. 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.
4. 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)
5. One-page letter with description and rationale (MHEC requirement)
6. 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)
7. Learning objectives, assessment strategies; fit with UB strategic plan
8. Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
9. 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.
10. Provide:
   a. evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
   b. proposed date after which no new students will be admitted into the program;
   c. accommodation of currently enrolled students in the realization of their degree objectives;
   d. treatment of all tenured and non-tenured faculty and other staff in the affected program;
   e. reallocation of funds from the budget of the affected program; and
   f. 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

<table>
<thead>
<tr>
<th>SIGNATURES (see procedures for authorized signers)</th>
<th>DATE</th>
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<td>c. University Relations</td>
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Box 6: APPROVAL SEQUENCE

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<tr>
<th>APPROVAL SIGNATURES</th>
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<tbody>
<tr>
<td>A. Department / Division Chair:</td>
<td>10/2/08</td>
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<td>B. Final faculty review body within each School Chair:</td>
<td>10/2/08</td>
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<td>C. College Dean Dean:</td>
<td>10/27/08</td>
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<td>D. Provost and Senior Vice President for Academic Affairs Provost:</td>
<td>10/27/08</td>
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<tr>
<td>E. Curriculum Review Committee (UFS subcommittee) Chair:</td>
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<td>F. University Faculty Senate (UFS option) Chair:</td>
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<td>G. University Council (see # 11 above) Chair:</td>
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<td>H. President President:</td>
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<td>I. Board of Regents – notification only</td>
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<td>L. MHEC – approval</td>
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SCHOOL: LAW ☐ MSB ☐ YGCLAXX Contact Name: Julie Simon Phone: x6061

DEPARTMENT / DIVISION: School of Communications Design

SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):

20. Other - Add Lab Fee CMAT 212 Computer Graphics: Imaging

PROPOSED SEMESTER OF IMPLEMENTATION: Fall ☐ SpringXX Year: 2009

0-1: Briefly describe what is being requested:

Add lab fee to CMAT 212 Computer Graphics: Imaging.

For new courses or changes in existing courses (needed by Registrar)

<table>
<thead>
<tr>
<th>OLD Title:</th>
<th>Course # / HEGIS Code:</th>
<th>Credits:</th>
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0-2: Set forth the rationale for the proposal:

The course is taught in the Graphics Lab and students use the lab to complete their assignments. We intended to have a lab fee on this course from the beginning, but the box was inadvertently left off the original course proposal.