DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW ☑ MSB ☑ YGCLA X Contact Name: Stuart Moulthrop Phone: 5301
DEPARTMENT / DIVISION: School of Information Arts and Technologies
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable): 6. Pre- and Co-Requisite for COSC 324

PROPOSED SEMESTER OF IMPLEMENTATION: Fall ☑ Spring X Year: 2011

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

<table>
<thead>
<tr>
<th>Box 3: ACTION ITEM (check appropriate boxes)</th>
<th>DOCUMENTS REQUIRED (see box 4 below)</th>
<th>IMPACT REVIEWS (see box 5 on back)</th>
<th>APPROVAL SEQUENCE (see box 6 on back)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experimental Course 1</td>
<td>N, O, P</td>
<td>a, c, e</td>
<td>AC</td>
</tr>
<tr>
<td>2. Course Title</td>
<td>N, O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Course Credits</td>
<td>N, O, (P)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Course Number</td>
<td>N, O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Course Level</td>
<td>N, O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Pre &amp; Co-Requisite</td>
<td>N, O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Course Description</td>
<td>N, O, P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. New Course</td>
<td>N, O, P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Deactivate a Course</td>
<td>N, O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Program Requirements</td>
<td>N, O</td>
<td>(b, c, d, e)</td>
<td>ABCDEF</td>
</tr>
<tr>
<td>11a. UG Specialization (24 credits or less)</td>
<td>N, O</td>
<td>a, b, c, d, e</td>
<td>ABCDEF</td>
</tr>
<tr>
<td>11b. Masters Specialization (12 credits or less)</td>
<td>N, O</td>
<td>a, b, c, d, e</td>
<td>ABCDEF</td>
</tr>
<tr>
<td>11c. Doctoral Specialization (18 credits or less)</td>
<td>N, O</td>
<td>a, b, e</td>
<td>ABCDEF</td>
</tr>
<tr>
<td>12. Minor (add or delete)</td>
<td>N, O</td>
<td>a, b, c, d, e</td>
<td>ABCDEF</td>
</tr>
<tr>
<td>13. Closed Site Program</td>
<td>N, O</td>
<td>e</td>
<td>ABCDFHIK</td>
</tr>
<tr>
<td>14. Program Suspension</td>
<td>N, O, S</td>
<td>a, e</td>
<td>ABCDEFGIK</td>
</tr>
<tr>
<td>15. Program Reactivation</td>
<td>N, O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16a. Certificate Program (ug/g) exclusively within existing degree program</td>
<td>N, O</td>
<td>a, c, e</td>
<td>ABCDEFHIK</td>
</tr>
<tr>
<td>16b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)</td>
<td>N, O, O, R, S</td>
<td>a, c, e</td>
<td>ABCDEFHJL</td>
</tr>
<tr>
<td>17. Off-Campus Delivery of Existing Program</td>
<td>N, O, S</td>
<td>a, b, c, e</td>
<td>ABCDHIK</td>
</tr>
<tr>
<td>18a. UG Concentration (exceeds 24 credit hrs)</td>
<td>N, O, S</td>
<td>a, b, c, d, e</td>
<td>ABCDEFGHJL</td>
</tr>
<tr>
<td>18b. Masters Concentration (exceeds 12 credit hrs)</td>
<td>N, O, S</td>
<td>a, c, d, e</td>
<td>ABCDEFGHJL</td>
</tr>
<tr>
<td>18c. Doctoral Concentration (exceeds 18 credit hrs)</td>
<td>N, O, S</td>
<td>a, c, d, e</td>
<td>ABCDEFGHJL</td>
</tr>
<tr>
<td>19. Program Title Change</td>
<td>N, O, S</td>
<td>a, c, d, e</td>
<td>ABCDEFGHJL</td>
</tr>
<tr>
<td>20. Program Termination2</td>
<td>N, O, S</td>
<td>d, e</td>
<td>ABCDEFGHJIK</td>
</tr>
<tr>
<td>21. New Degree Program 3,</td>
<td>N, O, O, R, S</td>
<td>a, c, d, e</td>
<td>ABCDEFGHJL</td>
</tr>
<tr>
<td>22. Other</td>
<td>Varies</td>
<td>Varies</td>
<td>Varies</td>
</tr>
</tbody>
</table>

Box 4: DOCUMENTATION (check boxes of documents included)

<table>
<thead>
<tr>
<th>N. This Cover Sheet</th>
<th>Q. Full 5-page MHEC Proposal</th>
<th>T. Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>O. Summary Proposal</td>
<td>R. Financial Tables (MHEC)</td>
<td></td>
</tr>
<tr>
<td>P. Course Definition Document</td>
<td>S. Other documents as may be required by MHEC/USM. See <a href="http://www.ubalt.edu/downloads/program">http://www.ubalt.edu/downloads/program</a> approval Grid-USM-10-07.doc</td>
<td></td>
</tr>
</tbody>
</table>

1 Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.

2 See USM Policy on the Review and Abolition of Academic Programs (http://www.usmd.edu/reents/bylaws/SectionIII/III1702.html) for list of information that must be provided for this action.

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 provost and is forwarded to USM by Office of the Provost.
**SCHOOL:** LAW □ MSB □ YGCLA X  
**Contact Name:** Stuart Moulthrop  
**Phone:** 5301

**DEPARTMENT / DIVISION:** School of Information Arts and Technologies

**SHORT DESCRIPTION OF PROPOSAL** (State Document N action item from Box 3 and program name OR course name, code, & number as applicable): 6. Pre- and Co-Requisite

**PROPOSED SEMESTER OF IMPLEMENTATION:** Fall □ Spring □ Year: 2011

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**Box 5: IMPACT REVIEW**

<table>
<thead>
<tr>
<th>Library</th>
<th>No impact □ Impact statement attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTS</td>
<td>No impact □ Impact statement attached</td>
</tr>
<tr>
<td>University Relations</td>
<td>No impact □ Impact statement attached</td>
</tr>
<tr>
<td>Admissions</td>
<td>No impact □ Impact statement attached</td>
</tr>
<tr>
<td>Records</td>
<td>No impact □ Impact statement attached</td>
</tr>
</tbody>
</table>

**SIGNATURES** (see procedures for authorized signers)  
**DATE**

<table>
<thead>
<tr>
<th>Field</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Director or designee:</td>
<td>[Signature]</td>
<td>1/20/10</td>
</tr>
<tr>
<td>OTS Director or designee:</td>
<td>[Signature]</td>
<td>1/29/10</td>
</tr>
<tr>
<td>University Relations Director or designee:</td>
<td>[Signature]</td>
<td>1/25/10</td>
</tr>
<tr>
<td>Admissions Director or designee:</td>
<td>[Signature]</td>
<td>1/25/10</td>
</tr>
<tr>
<td>Records Registrar or designee:</td>
<td>[Signature]</td>
<td>1/25/10</td>
</tr>
</tbody>
</table>

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**Box 6: APPROVAL SEQUENCE**

<table>
<thead>
<tr>
<th>APPROVAL SIGNATURES</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department / Division Chair:</td>
<td>2/12/10</td>
</tr>
<tr>
<td>B. General Education (as required for #7, #8)</td>
<td></td>
</tr>
<tr>
<td>C. Final faculty review body within each School Chair:</td>
<td>4/17/10</td>
</tr>
<tr>
<td>D. College Dean Dean:</td>
<td></td>
</tr>
<tr>
<td>E. Provost and Senior Vice President for Academic Affairs Provost:</td>
<td>4/23/10</td>
</tr>
<tr>
<td>F. Curriculum Review Committee (UFS subcommittee) Chair:</td>
<td></td>
</tr>
<tr>
<td>G. University Faculty Senate (UFS option) Chair:</td>
<td></td>
</tr>
<tr>
<td>H. University Council Chair:</td>
<td></td>
</tr>
<tr>
<td>I. President President:</td>
<td></td>
</tr>
<tr>
<td>J. Board of Regents – notification only</td>
<td></td>
</tr>
<tr>
<td>K. Board of Regents – approval</td>
<td></td>
</tr>
<tr>
<td>L. MHEC – notification only</td>
<td></td>
</tr>
<tr>
<td>M. MHEC – approval</td>
<td></td>
</tr>
<tr>
<td>N. Middle States Association notification Required only if the mission of the University is changed by the action</td>
<td></td>
</tr>
</tbody>
</table>

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4 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.
SCHOOL: LAW ☐ MSB ☐ YGCLA X Contact Name: Stuart Moulthrop Phone: 5301

DEPARTMENT / DIVISION: School of Information Arts and Technologies

SHORT DESCRIPTION OF PROPOSAL (State Document N, Box 3, action item and program name OR course name, code, & number as applicable): Item #6: Remove prerequisite for COSC 324

PROPOSED SEMESTER OF IMPLEMENTATION: Fall ☐ Spring X Year: 2011

0-1: Briefly describe what is being requested:
Remove taking either COSC 150 or COSC 309 as pre-requisites for COSC 324.

<table>
<thead>
<tr>
<th>OLD Title:</th>
<th>Course # / HEGIS Code:</th>
<th>Credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEW Title:</th>
<th>Course # / HEGIS Code:</th>
<th>Credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

0-2: Set forth the rationale for the proposal:
COSC 150 and COSC 309 both teach coding skills. COSC 324, a course in user-centered design principles for software developers, does not cover specific programming techniques and does not require prior instruction in these skills.
Impact Statement From the Office of University Relations

These changes could potentially affect the undergraduate and graduate catalogs—which the Office of University Relations currently manages and produces—as well as other recruitment publications that contain this type of specific academic material. 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 related materials that are on our production schedule.
Impact Statement from the Office of Technology Services

These changes will require adjustment to the functional setup of PeopleSoft, which are handled by representatives from various business units and the schools. OTS advises that functional consideration of changes to any online application, portal information, reporting and extracts to the data warehouse should be considered by the constituent population, particularly if there is any existing PeopleSoft or reporting customization(s) that may need to be adjusted. Institutional Research may need to analyze data capture and reporting for internal and external reporting and trending.

OTS technical staff is available to participate in a consultative fashion as these changes continue to be evaluated and can assist in drafting specifications if necessary. No action will be taken unless requested by the functional representatives involved in reviewing the impact of these changes. Actions to make any changes should be triggered by the submission of a Call Center ticket with accompanying details.

Timely implementation for these changes may hinge on the development of functional requirements, technical specifications, developer coding, developer testing, user testing and scheduling production migration. These actions are dependent upon the workload and current priority of shared technical campus resources. Proactive and early planning will assist in meeting deadlines.