**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET**

See Course and Program Development Policy and Procedures for Instructions

**SCHOOL:** LAW  □  MSB  □  YESCLA  □  Contact Name: Patricia de Lancer Julnes  Phone: 6063

**DEPARTMENT / DIVISION:** School of Public Affairs

**SHORT DESCRIPTION OF PROPOSAL:** (state name of action item 1-20 and course name, code & number / program affected)

Change the title of PUAD 831 Case Study Research in the DPA Program to PUAD 831 Case Study and Qualitative Methods.

**PROPOSED SEMESTER OF IMPLEMENTATION:** Fall □  X  □  Spring □  □  Year: 2010

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

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**Box 2:**
- **Box 3: ACTION ITEM (check appropriate boxes)**
  - 1. Experimental Course ❌
  - 2. Course Title ❌
  - 3. Course Credits NO
  - 4. Course Number NO
  - 5. Course Level NO
  - 6. Pre & Co-Requisite NO
  - 7. Course Description NO
  - 8. New Course NO
  - 9. Deactivate a Course NO
  - 10. Program Requirements NO
  - 11a. UG Specialization (24 credits or less) NO
  - 11b. Masters Specialization (12 credits or less) NO
  - 11c. Doctoral Specialization (18 credits or less) NO
  - 12. Closed Site Program NOT
  - 13. Program Suspension ❌
  - 14a. Certificate Program (ugp) exclusively within existing degree program NO
  - 14b. Certificate Program (ugp) where degree programs do not exist or where courses are selected across degree programs. (12 or more credits) NO
  - 15. Off-Campus Delivery of Edditing Program NO, 4
  - 16a. UG Concentration (exceeds 24 credit hours) NO, 5
  - 16b. Masters Concentration (exceeds 12 credit hours) NO, 5
  - 16c. Doctoral Concentration (exceeds 18 credit hours) NO, 5
  - 17. Program Title Change NO, 5
  - 18. Program Termination NO, 10
  - 19. New Degree Program NOQR, 3,8
  - 20. Other Varies

**DOCUMENTS REQUIRED** (see box 4 below)

1. Approval of experimenental course automatically lapsed 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 to 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 U.S 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.

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**Box 4: DOCUMENTATION (check boxes of documents included)**

<table>
<thead>
<tr>
<th>N</th>
<th>O</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Cover Sheet</td>
<td>Summary Proposal</td>
<td>Course Definition Document</td>
</tr>
</tbody>
</table>

**Documents Required**

- N: Full 5-page MHEC Proposal
- O: Financial Tables (MHEC)
- P: Contract

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**IMPROVED REVIEWS**

1. a, c, e AC
2. a, b, c, d, e ABCDEF
3. a, b, c, d, e ABCDEF
4. a, b, c, d, e ABCDEF
5. a, b, c, d, e ABCDEF
6. a, b, c, d, e ABCDEF
7. a, b, c, d, e ABCDEF
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14. a, b, c, d, e ABCDEF
15. a, b, c, d, e ABCDEF
16. a, b, c, d, e ABCDEF
17. a, b, c, d, e ABCDEF
18. a, b, c, d, e ABCDEF
19. a, b, c, d, e ABCDEF
20. a, b, c, d, e ABCDEF

**APPROVAL SEQUENCE**

- X a,c,e ABCDEF
- X a,c,e ABCDEF
- X a,c,e ABCDEF
- X a,c,e ABCDEF
- X 2010
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.

<table>
<thead>
<tr>
<th>Box 5: IMPACT REVIEW</th>
<th>SIGNATURES (see procedures for authorized signers)</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Library</td>
<td>Library or designee:</td>
<td></td>
</tr>
<tr>
<td>b. OTS</td>
<td>Director or designee:</td>
<td></td>
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<tr>
<td>c. University Relations</td>
<td>Director or designee:</td>
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<tr>
<td>d. Admissions</td>
<td>Director or designee:</td>
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<td>e. Records</td>
<td>Registrar or designee:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 6: APPROVAL SEQUENCE</th>
<th>APPROVAL SIGNATURES</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department / Division</td>
<td>Laura A. Wilson-Gardy</td>
<td>5/12/09</td>
</tr>
<tr>
<td>B. Final faculty review body within each School</td>
<td>Chair:</td>
<td>5/14/09</td>
</tr>
<tr>
<td>C. College Dean</td>
<td>Dean:</td>
<td>5/2/09</td>
</tr>
<tr>
<td>D. Provost and Senior Vice President for Academic Affairs</td>
<td>Provost:</td>
<td></td>
</tr>
<tr>
<td>E. Curriculum Review Committee (UFS subcommittee)</td>
<td>Chair:</td>
<td>6/1/09</td>
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<tr>
<td>F. University Faculty Senate (UFS option)</td>
<td>Chair:</td>
<td></td>
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<tr>
<td>G. University Council</td>
<td>Chair:</td>
<td></td>
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<tr>
<td>H. President</td>
<td>President:</td>
<td></td>
</tr>
<tr>
<td>I. Board of Regents – notification only</td>
<td></td>
<td></td>
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<tr>
<td>J. Board of Regents – approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. MHEC – notification only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. MHEC – approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Middle States Association notification</td>
<td>Required only if the mission of the University is changed by the action</td>
<td></td>
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</tbody>
</table>
UNIVERSITY OF BALTIMORE

DOCUMENT O: SUMMARY PROPOSAL
See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW  MSB  YGCLA  Contact Name: Patria de Lancer Julnes  Phone: 6053
DEPARTMENT / DIVISION: School of Public Affairs
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):
Change the title of PUAD 831 Case Study Research in the DPA Program to PUAD 831 Case Study and Qualitative Methods
PROPOSED SEMESTER OF IMPLEMENTATION: Fall  X  Spring  Year: 2010

O-1: Briefly describe what is being requested:
Change the title of PUAD 831 Case Study Research in the DPA Program to PUAD 831 Case Study and Qualitative Methods

| OLD Title: PUAD 831. Case Study Research | Course # / HEGIS Code: | Credits: |
| NEW Title: PUAD 831. Case Study and Qualitative Methods | Course # / HEGIS Code: | Credits: |

O-2: Set forth the rationale for the proposal:
This course will serve as one of the required advanced methodology courses. In changing the name we emphasize its complementary nature to the advanced methodology sequence and broaden its scope to include more qualitative methodology.