



# Document N: Course and Program Development: IMPACT AND APPROVAL SIGNATURES

See Course and Program Development Policy and Procedures ([www.ubalt.edu/provost](http://www.ubalt.edu/provost)) for instructions.

SCHOOL:  LAW  MSB  CAS  CPA

CONTACT NAME:  PHONE:

DEPARTMENT/DIVISION:  DATE PREPARED:

PROPOSED SEMESTER OF IMPLEMENTATION:  fall  spring YEAR:

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:

Original Program Title:

Original Course Title:

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

COURSE ACTIONS	
<input type="checkbox"/>	1. Experimental Course
<input type="checkbox"/>	2. Course Title
<input type="checkbox"/>	3. Course Credits
<input type="checkbox"/>	4. Course Number
<input type="checkbox"/>	5. Course Level
<input type="checkbox"/>	6. Pre- and Co-Requisite
<input type="checkbox"/>	7. Course Description
<input type="checkbox"/>	8. New Course
<input type="checkbox"/>	9. Deactivate Course
<input type="checkbox"/>	22. Other

PROGRAM ACTIONS	
<input type="checkbox"/>	10. Program Requirements
<input type="checkbox"/>	11a. Undergraduate Specialization (Fewer than 24 credits)
<input type="checkbox"/>	11b. Master's Specialization (Fewer than 12 credits)
<input type="checkbox"/>	11c. Doctoral Specialization (Fewer than 18 credits)
<input type="checkbox"/>	12. Minor (add or delete)
<input type="checkbox"/>	13. Closed Site Program
<input type="checkbox"/>	14. Program Suspension
<input type="checkbox"/>	15. Program Reactivation
<input checked="" type="checkbox"/>	16a. Certificate Program (UG/G) exclusively within existing degree program
<input type="checkbox"/>	16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)
<input type="checkbox"/>	17. Off-Campus Delivery of Existing Programs
<input type="checkbox"/>	18a. Undergraduate Concentration (24 or more credits)
<input type="checkbox"/>	18b. Master's Concentration (12 or more credits)
<input type="checkbox"/>	18c. Doctoral Concentration (18 or more credits)
<input type="checkbox"/>	19. Program Title Change
<input type="checkbox"/>	20. Program Termination
<input type="checkbox"/>	21. New Degree Program
<input type="checkbox"/>	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 <input checked="" type="checkbox"/> no impact <input type="checkbox"/> impact statement attached		3/19/14
b. OTS <i>impact attached</i> <input type="checkbox"/> no impact <input checked="" type="checkbox"/> impact statement attached		3/19/14
c. University Relations <input type="checkbox"/> no impact <input checked="" type="checkbox"/> impact statement attached		3/21/14
d. Admissions <input checked="" type="checkbox"/> no impact <input type="checkbox"/> impact statement attached		3/20/14
e. Records <input type="checkbox"/> no impact <input type="checkbox"/> impact statement attached		3/19/14

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

Approval Level	Signature	Date
A. Department/Division (Chair)		
B. General Education (for No. 7, 8)		
C. Final Faculty Review Body Within Each School (Chair)		3/5/14
D. Dean		3/5/14
E. University Faculty Senate (Chair)		
F. University Council (Chair) <sup>1</sup>		
G. Provost and Senior Vice President for Academic Affairs		4-2-14
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	

<sup>1</sup> 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](http://www.ubalt.edu/provost)) for instructions.

SCHOOL:  LAW  MSB  CAS  CPA

CONTACT NAME: Marilyn Oblak PHONE: x 5260

DEPARTMENT/DIVISION: Associate Dean DATE PREPARED: 2/13/14

PROPOSED SEMESTER OF IMPLEMENTATION:  fall  spring YEAR: 2014

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

**COURSE ACTIONS**

**PROGRAM ACTIONS**

Original Subject Code/Course Number:

Original Program Title:

Original Course Title:

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

COURSE ACTIONS	
<input type="checkbox"/>	1. Experimental Course
<input type="checkbox"/>	2. Course Title
<input type="checkbox"/>	3. Course Credits
<input type="checkbox"/>	4. Course Number
<input type="checkbox"/>	5. Course Level
<input type="checkbox"/>	6. Pre- and Co-Requisite
<input type="checkbox"/>	7. Course Description
<input type="checkbox"/>	8. New Course
<input type="checkbox"/>	9. Deactivate Course
<input type="checkbox"/>	22. Other

PROGRAM ACTIONS	
<input type="checkbox"/>	10. Program Requirements
<input type="checkbox"/>	11a. Undergraduate Specialization (Fewer than 24 credits)
<input type="checkbox"/>	11b. Master's Specialization (Fewer than 12 credits)
<input type="checkbox"/>	11c. Doctoral Specialization (Fewer than 18 credits)
<input type="checkbox"/>	12. Minor (add or delete)
<input type="checkbox"/>	13. Closed Site Program
<input type="checkbox"/>	14. Program Suspension
<input type="checkbox"/>	15. Program Reactivation
<input checked="" type="checkbox"/>	16a. Certificate Program (UG/G) exclusively within existing degree program
<input type="checkbox"/>	16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)
<input type="checkbox"/>	17. Off-Campus Delivery of Existing Programs
<input type="checkbox"/>	18a. Undergraduate Concentration (24 credits or more)
<input type="checkbox"/>	18b. Master's Concentration (12 credits or more)
<input type="checkbox"/>	18c. Doctoral Concentration (18 credits or more)
<input type="checkbox"/>	19. Program Title Change
<input type="checkbox"/>	20. Program Termination
<input type="checkbox"/>	21. New Degree Program
<input type="checkbox"/>	22. Other

For changes to existing courses:

OLD TITLE	<input type="text"/>	SUBJECT CODE/COURSE NO.	<input type="text"/>	CREDITS	<input type="text"/>
NEW TITLE	<input type="text"/>	SUBJECT CODE/COURSE NO.	<input type="text"/>	CREDITS	<input type="text"/>

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

Modification of course requirements to reflect redesign of foundation courses in the MBA program for implementation in fall 2014.

The PBC in Business Fundamentals requires the completion of 12 cr hrs. Courses cannot be taken as undergraduate equivalencies, transferred from other schools, transferred from other programs or waived. All students in this certificate program must have their adviser's approval in order to enroll in classes each term.

Current PBC in Business Fundamentals (12 cr hrs)

Modified PBC in Business Fundamentals (12 cr hrs)

Take any four of the following:

Take the following 1.5 cr hr MBA foundation courses:

ACCT 504 (3 cr)

ACCT 505 (1.5 cr) Reduced from 3 cr to 1.5 in MBA redesign

ECON 504 (3 cr)

ECON 505 (1.5 cr) Micro Economics  
ECON 506 (1.5 cr) Macro Economics

FIN 504 (3 cr)

FIN 505 (1.5 cr) Reduced from 3 cr to 1.5

MGMT 506 (3 cr)

OPM 505 (1.5 cr) Reduced from 3 cr to 1.5

MKTG 504 (3 cr)

MKTG 505 (1.5 cr) Reduced from 3 cr to 1.5

OPRE 504 (3 cr)

OPRE 505 (1.5 cr) Fundamentals of Statistics  
OPRE 506 (1.5 cr) Managerial Statistics

Also see attached spreadsheet for mapping of current PBC in Business Fundamentals to revised PBC based on redesigned MBA foundation coursework.

**SET FORTH THE RATIONALE FOR THIS PROPOSAL:**

The PBC in Business fundamentals is designed for students who do not have undergraduate degrees in business to obtain an introduction to the fundamental concepts of business. It can also be used to provide the necessary foundation for further graduate study in business related degrees. With the redesign of the MBA to reduce all foundation courses to 1.5 cr hrs, students who complete the PBC in Business Fundamentals who are admitted to the MBA or any specialized M.S. in MSB will have all the required foundation course work to move immediately into their degree program.

Impact Statement From the Office of University Relations  
Regarding Programmatic Changes Related to New M.B.A.

General Impact:

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.

Specific Feedback:

- This information will need to be reflected in MSB's edits to the existing graduate catalog copy (in addition to other recruitment publications) and should also be reflected on any relevant Web pages upon final approval.

## Office of Technology Services

### Impact Statement

#### Programmatic Changes Related to M.B.A. Redesign

The Merrick School of Business' (MSB) change in the UB/TU MBA course structure (1.5 credit hour courses and two seven-week sessions within a term) does have ramifications for the Office of Technology Services (OTS) and will impact OTS in the following ways:

1. A project management resource (Alex Davis, Senior Systems Analyst) from OTS was assigned to co-lead the redesign effort with Marilyn Oblak, Associate Dean MSB. The project team includes members from MSB, OTS' e-Learning team, the offices of Enrollment Management and Student Affairs and Administration and Finance. The project team formed in December 2013 and is estimated to conclude in October 2014.
2. Expansion of the number of courses and sessions in Sakai will increase the support demands on the e-Learning team in OTS and will possibly present scheduling challenges for eLearning support by staff and student employees. Marilyn Oblak will coordinate the redesign efforts in Sakai with the MSB faculty and Paul Walsh, Director of Instructional Technologies and e-Learning in order to ensure resources are available to assist faculty with their work in Sakai. OTS expects there to be significant need for e-Learning support for the project.

Requires Completion of any <i>four</i> foundation courses (12 cr hr) <sup>†</sup>		Requires Completion of all <i>eight</i> of the foundation courses (12 cr hr)	
<b>ACCT 504</b> (3.0) <i>Introduction to Accounting</i>	<b>ACCT 505</b> (1.5) <i>Accounting Essentials</i>		
<b>ECON 504</b> (3.0) <i>Economics</i>	<b>ECON 505</b> (1.5) <i>MicroEconomics</i>	<b>ECON 506</b> (1.5) <i>MacroEconomics</i>	
<b>FIN 504</b> (3.0) <i>Financial Management</i>	<b>FIN 505</b> (1.5) <i>Essentials of Finance</i>		
<b>MGMT 506</b> (3.0) <i>Operations and Supply Chain Management</i>	<b>OPM 505</b> (1.5) <i>Introduction to Operations Mgmt</i>		
<b>MKTG 504</b> (3.0) <i>Marketing Management</i>	<b>MKTG 505</b> (1.5) <i>Marketing Essentials</i>		
<b>OPRE 504</b> (3.0) <i>Data Analysis and Decisions</i>	<b>OPRE 505</b> (1.5) <i>Fundamentals of Statistics</i>	<b>OPRE 506</b> (1.5) <i>Managerial Statistics</i>	

Notes :

- \* the Maximum number of courses that may be taken is four (12 credits)
- \* Courses cannot be taken as undergraduate equivalencies, transferred from other schools, transferred from other programs, or waived.