# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pngUNDERGRADUATE CURRICULUM COMMITTEE (UCC)PROPOSAL FORM

## **Cover page** scroll over blue text to see further important [instructions](#instructions): [if not working select “COMMents on rollover” in your Word preferences under view] **please read these.**

**N.B. ALL numbered categories in section (A) must be completed. Please do not use highlight to select choices within a category but simply delete the options that do not apply to your proposal (e.g. in A.2 if this is a course revision proposal, just delete the creation and deletion options and the various program ones, so it reads “course revision”) Do not delete any of the numbered categories—if they do not apply leave them blank. If there are no resources impacted, please put “none” in each A. 7 category.** If you were using review/comments with colleagues to prepare your proposal, please erase these on the final copy you submit.

|  |  |  |
| --- | --- | --- |
| A.1. [Course or program](#Proposal) | **PBAD 325 Public Sector Budgeting and Grants Administration cross-listed as INGO 302 Public Sector Budgeting and Grants Administration**ALSO: INGO 200 Community Engagement and INGO 301 Global Development |  |
| [Replacing](#Ifapplicable)  | **PBAD 325 Public Sector Budgeting and Grants Administration** |  |
| A. 1b. Academic unit | **Faculty of Arts and Sciences**  |  |
| A.2. [Proposal type](#type) | **Course:** **revision/creation** |  |
| A.3. [Originator](#Originator) | **Robyn Linde** | [Home department](#home_dept) | **Political Science** |
| A.4. [Context and Rationale](#Rationale) Must include additional information listed in smart tip for all [new programs](#type). If **online** course or program, you need to explain what mode(s) you plan to use and why you need that specific delivery.  | **This proposal should be considered in conjunction with the INGOS program revision also submitted. In that proposal, the INGOS program would allow for PBAD 325 to be one of three options to fulfill the program requirements. This proposal is to make INGO 302 Public Sector Budgeting and Grants Administration, cross-listed with PBAD 325 Public Sector Budgeting and Grants Administration so that it will appear as an INGOS course on the students’ transcripts, and the title and description of PBAD will be revised to make the cross-listing clearer as to how the course fits into both programs.** **We would also like to change INGO 200 Community Engagement and INGO 301 Global Development from being offered every Spring to being offered alternate years, so INGO 200 will be Spring odd years and INGO 310 Spring even years.**  |
| A.5. [Student impact](#student_impact)Must include to explain why this change is being made? | **PBAD 325 was added to the INGOS program to give students practical skills, ease scheduling difficulties, and increase student choices in course selection. INGO 302, cross-listed with PBAD 325, simplifies the advising choices for students by allowing them to enroll in an INGOS-labelled course.**  |
| A.6. [Impact on other programs](#impact) If revising/deleting a course, check to see what programs use the course you are revising. | **May increase enrollment in PBAD 325.**  |
| A.7. [Resource impact](#Resource) | [*Faculty PT & FT*](#faculty):  | **none** |
| [*Library*:](#library) | **none** |
| *Technology (for in person delivery)*The VP of Information Services should be consulted prior to submission and their acknowledgement signature included. | **\_x\_\_RIC Campus**  |
|  | [*Facilities*](#facilities): | **None** |
| A.8. [Semester effective](#Semester_effective) | **Fall 2025** | A.9. [Rationale if sooner than next Fall](#Semester_effective) |  |
| A.10. INSTRUCTIONS FOR CATALOG COPY: Use the Word copy versions of the catalog sections found on the UCC Forms and Information page. Cut and paste into a single file **ALL the relevant pages from the college catalog that need to be changed.** Use tracked changes feature to show how the catalog will be revised as you type in the revisions. If totally new copy, indicate where it should go in the catalog. If making related proposals a single catalog copy that includes all changes is preferred. Send catalog copy as a separate single Word file along with this form. |
| A.11. List here (with the relevant urls), any RIC website pages that will need to be updated (to which your department does not have access) if this proposal is approved, with an explanation as to what needs to be revised: |
| A. 12 **Check to see if your proposal will impact any of our** [**transfer** **agreements,**](file:///Users/SAbbotson/Documents/Curriculum/ManualandWebsite/transfer%20agreements) **and if it does explain in what way. Please indicate clearly what will need to be updated, including any changes in prefix numbers/titles for TES.** |
| A. 13 Check the section that lists “Possible NECHE considerations” on the UCC Forms and Information page and if any apply, indicate what that might be here and contact Institutional Research for further guidance. |

**B.** [**NEW OR REVISED COURSES**](#delete_if) **FOR WHICH FULL CONTACT HOURS ARE MET IN PERSON and listed as such in the catalog. If the course will be also taught in other modes just fill out the questions that are noted at the top of sections C and/or D (as applicable). Please note, that while the UCC requests information about a course’s modality, approval of the proposal does not constitute approval of any specific faculty to teach the course using that modality—that needs to be approved within the department/school.**

**Delete section B. if the proposal does not include a new or revised IN-PERSON course. As in section A. do not highlight but simply delete suggested options not being used. Always fill in b. 1 and B. 3 AND Section 12. NOTE: course learning outcomes and topical outlines only needed for new or substantially revised courses.**

|  | Old ([for revisions only](#Revisions))ONLY include information that is being revised, otherwise leave blank.  | NewExamples are provided within some of the boxes for guidance, delete just the examples that do not apply. |
| --- | --- | --- |
| B.1. [Course prefix and number](#cours_title)  | **PBAD 325****INGO 200 Community Engagement and INGO 301 Global Development** | **INGO 302** |
| B.2. Cross listing number if any |  | **PBAD 325** |
| B.3. [Course title](#title)  | **Politics of Public Management** | **Public Sector Budgeting and Grants Administration** |
| B.4. [Course description](#description)  | Budgeting and Personnel Administration, Emphasis is on the central role of public budgets in policy formation and on the search for balance among a representative public work force, neutral competence, and political responsiveness. | **Students study the political, theoretical, and administrative aspects of contemporary government budgeting and human resources management. They also examine funding and grantmaking processes used by non-profits and government agencies.** |
| B.5. [Prerequisite(s)](#prereqs) | **POL 301 or POL 301W** or consent of department chair. | **POL 301 or POL 301W** or consent of department chair. |
| B.6. [Offered](#Offered) please read the screen tips to do this correctly, alternate years needs to be assigned odd/even, and a specific semester. | **PBAD 325: Spring** **INGO 200 Community Engagement and INGO 301 Global Development****Currently both offered Sp.** | **PBAD 326 and INGO 302: Spring** **INGO 200 Community Engagement Sp (odd years) and INGO 301 Global Development Spring (even years)** |
| B.7. [Contact hours](#contacthours)  | **4** | **4** |
| B.8. [Credit hours](#credits) | **4** | **4** |

|  |  |  |
| --- | --- | --- |
| B.10. [Grading system](#grading)  | **Letter grade** | **Letter grade** |
| B.11. [Type of cours](#instr_methods)e  | **Lecture** |  |
| B.12. CATEGORIES MUST  respond to a. thru d. 12. a. [How](#required) to be used | **Elective** | **| Restricted elective for major/minor |**  |
|  12 b. Is this an Honors  course? | **| NO** | **NO** |
|  12. c. [General Education](#ge) N.B. Connections must include at  least 50% Standard Classroom instruction. | **| NO** **category:** | **NO**  |
|  12. d. Writing in the  Discipline (WID) | **| NO** | **NO** |
| B.13. [How will student performance be evaluated?](#performance)  |  |  |
| B.14 [Recommended class-size](#class_size" \o "Check appendix XVIII in the UCC Manual for Best Practices) | **30** | **30** |
| B.15. [Redundancy statement](#competing) |  |  |

|  |  |
| --- | --- |
| B. 16. Other changes, if any |  |

| B.17**.** [**Course learning outcomes**](#outcomes)**: List each one in a separate row****M**inor course revisions can leave this blank. If proposing a Gen Ed. course put the relevant Gen Ed. outcomes in this column; for other courses you need to create your own course-specific ones. | [**Professional Org.Standard(s)**](#standards)**, if relevant** | [**How will each outcome be satisfied?**](#measured)If proposing a Gen Ed. course show here how the Gen Ed. outcomes will be satisfied; for other courses please create course specific ones. |
| --- | --- | --- |
| Unchanged |  | Click Tab from here to add rows |

| B.18. [**Topical outline**](#outline)**: DO NOT INSERT WHOLE SYLLABUS, JUST A TWO-TIER TOPIC OUTLINE suitable for the contact hours requested. Proposals that ignore this request will be returned for revision. M**inor course revisions can leave this blank but will be needed if changing the course’s credit hours. |
| --- |
| Unchanged |

## **G. Signatures**

* **Changes that affect General Education in any way MUST be approved by ALL Deans and COGE Chair**.
* Changes that directly impact more than one department/program MUST have the signatures of all relevant department chairs, program directors, and their relevant dean (e.g. when creating/revising a program using courses from other departments/programs). Check UCC manual 4.2 for further guidelines on whether the signatures need to be approval or acknowledgement.
* Proposals that do not have appropriate approval signatures will not be considered.
* Type in name of person signing and their position/affiliation.
* Send electronic files of this proposal and accompanying catalog copy to curriculum@ric.edu to the current Chair of UCC. Check UCC website for due dates. **Do NOT convert to a .pdf.**

##### G.1. Approvals: required from programs/departments/deans who originate the proposal. THESE may include multiple departments, e.g., for joint/interdisciplinary proposals. if you want to use someone’s course in your program, they get to approve.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
| Robyn Linde | Program Director of INGOS | Robyn Linde | 10/22/24 |
| Perri Leviss | Program Director of PBAD |  | 10/22/24 |
| Seth Dixon | Chair of Political Science | Seth Dixon | 10/29/24 |
| Quenby Hughes | Dean of FAS | Quenby Hughes | 10/30/24 |