To: BSOS Programs, Curricula, and Courses (PCC) Members  
From: Katherine Russell, Associate Dean  
RE: BSOS PCC Committee Charge & Information for 2015-16  
Date: August 30, 2015

Thank you for serving on the BSOS Programs, Curricula, and Courses (PCC) Committee in 2015-16. I am especially grateful to Dr. Karol Soltan for chairing this important committee.

The BSOS PCC Committee has the responsibility for reviewing all proposals to create or change courses or academic programs. The collective judgment, insight, and experience of this committee ensures that the College’s academic programs are academically rigorous and consistent with college/campus best academic practices.

An in-person committee meeting will take place at the beginning of the semester, convened by the BSOS PCC Chair and BSOS Associate Dean. After the initial meeting, the Chair or Associate Dean will convene in-person meetings on an as-needed basis only. The BSOS PCC conducts most of its routine business remotely via the Curriculum Management online system and email. It is essential that members submit their votes and comments to the committee coordinator and chair by the target deadline.

**Review of Course Proposals** – The BSOS PCC Committee considers all course proposals that have been approved by a BSOS academic department or program. A simple majority of PCC members must vote to approve a course proposal in order for it to move out of committee. The review takes place in cm.testudo.umd.edu. The vote takes place via email to the chair and BSOS Curriculum Management Coordinator. After PCC approval, the proposal moves to the BSOS Associate Dean. If approved by the BSOS Associate Dean, course proposals go to the campus Vice President’s Advisory Committee (VPAC).

**Review of Program Proposals** – The BSOS PCC Committee also considers proposals to create or change an academic program that have been approved by a BSOS academic department or program. A simple majority of PCC members must vote to approve a curriculum proposal in order for it to move out of committee. This process still occurs via paper and email as of fall 2015. After PCC approval, the proposal moves to the Associate Dean. If approved by the Associate Dean, the program is forwarded to Mike Colson, Senior Coordinator for Academic Affairs, for
consideration by the Senate PCC Committee. At the campus level, the Senate Programs, Curricula & Courses (PCC) Committee reviews all proposals to create or modify academic programs or academic unit structures.

Associate Provost Betsy Beise oversees all academic curricula and courses for the campus. Mike Colson is the Senior Coordinator for Academic Programs and is the point of contact in the Associate Provost’s Office.
http://www.provost.umd.edu/Academic_Planning/

BSOS PCC Committee Information

BSOS PCC Committee Members in 2015-16
  Dr. Rachel Berndtson GEOG
  Dr. Linda Moghadam, SOCY
  Dr. Peter Murrell, ECON
  Dr. Karol Soltan, GVPT (Chair)
  Dr. William Stuart, ANTH
  Dr. Kristi Hall, BSOS (ex officio, non-voting)

What should the BSOS PCC Committee consider when reviewing an academic or course proposal?

- Does the course meet campus guidelines and requirements? (http://www.provost.umd.edu/Academic_Planning/)
- Does the course have intellectual rigor?
- Will the course be of interest to students?
- Does the course/program fit in the department, college, and campus mission?
- Is the proposal clearly written? Is the accompanying syllabus sufficiently clear that students can easily understand what is required of them in the course and how they are to be assessed in the course?
- Are the learning outcomes clear and can they be assessed?
- What questions might arise at the campus level?

Why does the committee have two weeks to review proposals?

The campus PCC and VPAC committees meet once per month. Departments can submit approved proposals to the college at any time. Given that there are many course proposals, Dr. Kristi Hall in the BSOS College Dean’s Office pre-reviews all proposals as they arrive from departments and sends them to the BSOS PCC for review one month prior to the campus VPAC meeting. The committee has two weeks to review proposals, and those that are approved are then reviewed by the
Associate Dean within 1 week and forwarded to Mike Colson at least one week prior to the VPAC meeting, in order to be included on the campus VPAC agenda. Program proposals are less frequent. Peggy Marks forwards them via email to the BSOS PCC as they arrive with a request for a two-week review period. Approved proposals must be forwarded to Mike Colson at least one week prior to the campus PCC meeting in order to be included on the agenda.

**Course Review Calendar for 2015-16**

- PCC proposals released on August 14, due by August 26/ VPAC meeting September 11
- PCC proposals released on September 11, due by September 23/ VPAC meeting October 9
- PPC proposals released on October 9, due by October 21/ VPAC meeting November 13
- PCC proposals released on November 13, due by November 18/ VPAC meeting December 11
- PCC proposals released on December 11, due by December 16/ VPAC meeting January 8
- PCC proposals released on January 8, due by January 13/ VPAC meeting February 12
- PCC proposals released on February 12, due by February 10/ VPAC meeting March 11
- PCC proposals released on March 11, due by March 9/ VPAC meeting April 8
- PCC proposals released on April 8, due by April 20/ VPAC meeting May 13

**What is the BSOS pathway for a proposal to create or modify a program curriculum?**

Curriculum proposal still utilize a paper/email approval pathway as of fall 2015. Ms. Peggy Marks manages this process for the BSOS College.

*Pathway:*

*Department – BSOS PCC (via Peggy Marks) – BSOS Associate Dean – Senate PCC (via Mike Colson)*

**What is the BSOS pathway for a proposal to create or modify a course?**

The Kuali Curriculum Management (CM) System (cm.testudo.umd.edu) is the online location for course proposal review and approval. Dr. Kristi Hall manages this entire pathway for the BSOS College.

*Pathway:*

*Department – BSOS PCC – BSOS Associate Dean – VPAC*