



To: Drs. Juliet Aiken, Nicole Cousin-Gossett, Ruibo Han, Melissa Kearney,
John McCauley, Wendy Stickle

From: Katherine Russell, Associate Dean for Undergraduate Education
Jean McCloin, Associate Dean for Research and Graduate Education

RE: BSOS Programs, Curricula, and Courses (PCC) Committee 2020-2021

Date: July 28, 2020

CC: Kristi Hall, BSOS Associate Director & PCC Chair
Giselle Denbow, BSOS Coordinator for Undergraduate Education

Thank you for continuing to serve on the BSOS Programs, Curricula, and Courses (PCC) Committee in 2020-21. As we head into an academic year with considerable uncertainty and much change on the horizon, I am extremely grateful to have each of your experienced and creative voices at this table.

The BSOS PCC Committee has the responsibility for reviewing all requests to create or change credit-bearing courses and academic programs in the College of Behavioral and Social Sciences, including traditional undergraduate and graduate programs, as well as entrepreneurial courses and programs for working professionals. The collective judgement, insight, and experience of this committee ensures that the College's academic programs are rigorous, relevant, and consistent with college/campus best practices.

The BSOS PCC Committee is not responsible for editing proposals or syllabi for stylistic or grammatical inconsistencies or errors. If a proposal or syllabus needs editorial attention, the committee may send it back to the department/program with a request for an additional level of review, via the Committee Chair or Associate Dean.

An in-person committee meeting will take place at the beginning of the semester, convened by the Chair and BSOS Associate Dean. After the initial meeting, the PCC Chair may convene a committee meeting on an as-needed basis. The BSOS PCC may conduct routine monthly business remotely via the campus online CIM system, phone/zoom, or email, at the discretion of the Chair. The proposal review and due dates suggested below are tentative and will be discussed and confirmed at the initial committee meeting.



Undergraduate & Graduate Subcommittees - The undergraduate subcommittee will consider undergraduate course, program, and general education proposals. The graduate subcommittee will consider all post-bac, certificate, masters, and doctoral proposals. When there is a joint bachelors/masters program proposal, both subcommittees may need to review.

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. Proposals are reviewed via a campus-wide online portal. Votes on each proposal will be conveyed to the Chair, Dr. Kristi Hall. 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 (Curriculum) Proposals – The BSOS PCC Committee also considers proposals to create or change an academic program curriculum that has been approved by a BSOS academic department or program. Votes on each proposal will be conveyed to the Chair, Dr. Kristi Hall. After PCC approval, the proposal moves to the Associate Dean. If approved by the Associate Dean, the program proposal 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) (<https://www.provost.umd.edu/PCC/index.html>). Committee reviews all proposals to create or modify academic programs or academic unit structures.

BSOS PCC Committee Chair and Coordinator- Dr. Kristi Hall will serve as Chair of the BSOS PCC Committee as a non-voting member. Ms. Giselle Denbow will serve as Coordinator for the PCC Committee. In the event of a tie vote or any concerns about academic content, procedures, or process, Associate Deans Katherine Russell (Undergraduate) or Jean McCloin (Graduate) will communicate with the committee and cast the deciding vote.

Campus- 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 Members in 2020-2021

Chair

Dr. Kristi Hall (non-voting member)

Undergrad Subcommittee (3)

Dr. Nicole Cousin-Gossett SOCY

Dr. John McCauley GVPT

Dr. Wendy Stickle CCJS-SG

Graduate Subcommittee (3)

Dr. Juliet Aiken PSYC

Dr. Ruibo Han GEOG

Dr. Melissa Kearney ECON

Appointment of PCC Committee Members

PCC Committee members are nominated by the Dean (in consultation with Chairs/Directors) to serve a one year term, renewable on an annual basis not to exceed six years. The committee will consist of a minimum of five faculty members from five different departments/units in the BSOS College. All full-time faculty (TTK and PTK) with primary appointments in the BSOS College are eligible to serve.

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

- Is the proposal ready to be considered at the campus level?
- Are the learning outcomes clear to students and can they be assessed?
- What questions might arise at the campus level?
- Does the course meet campus guidelines and requirements?
[http://www.provost.umd.edu/Academic Planning/](http://www.provost.umd.edu/Academic%20Planning/)
- Will the course be of interest to students?
- Does the course have intellectual rigor?
- Does the course/program fit in the department, college, and campus mission?

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 and may arrive on a more irregular schedule.

Table 1
BSOS PCC Committee - Tentative Calendar for 2020-2021

Proposals Released to BSOS PCC Committee	Review Deadline for BSOS PCC Committee		Campus VPAC Meeting	Campus PCC Meeting**
	BSOS Committee Members vote by:	Chair sends to campus PCC by:		
7-Aug-20	21-Aug-20	28-Aug-20	11-Sep-20	4-Sep-20
11-Sep-20	18-Sep-20	25-Sep-20	9-Oct-20	2-Oct-20
9-Oct-20	16-Oct-20	23-Oct-20	13-Nov-20	6-Nov-20
13-Nov-20	20-Nov-20	27-Nov-20	11-Dec-20	4-Dec-20
11-Dec-20	18-Dec-20	25-Dec-20	8-Jan-21	N/A
8-Jan-21	15-Jan-21	22-Jan-20	12-Feb-21	5-Feb-21
12-Feb-21	19-Feb-21	26-Feb-20	12-Mar-21	5-Mar-21
12-Mar-21	19-Mar-21	26-Mar-20	9-Apr-21	2-Apr-21
9-Apr-21	16-Apr-21	30-Apr-20	14-May-21	7-May-21

*The timeline for December review is condensed due to winter break

** There may be occasions when the BSOS PCC is asked to read a program proposal in between cycles to make the campus deadline.



Table 2
BSOS Department & Program Representatives (as of 7/13/20)

AASD

Department Curriculum Managers: Marshal Washington
Department PCC Chair: Marshal Washington

ANTH

Department Curriculum Managers: Erik Hanson
Department PCC Chair: Barnet Paveo-Zuckerman

CCJS

Department Curriculum Managers: NA
Department PCC Chair: Laure Brooks, Laura Dugan

ECON

Department Curriculum Managers: Shanna Edinger-May, Vickie Fletcher, John Straub
Department PCC Chair: Erin Moody, John Shea

GEOG

Department Curriculum Managers: Kristen Bergery, Rachel Berndtson, Ralph Dubayah, Christopher Justice, Amanda Hoffman-Hall, Byron Marroquin
Department PCC Chair: Leila Defloriani, George Hurtt

GVPT

Department Curriculum Managers: Karmin Cortes
Department PCC Chair: William Reed

HESP

Department Curriculum Managers: Kathleen Skinker, Rochelle Newman
Department PCC Chair: Kathleen Skinker, Rochelle Newman

JPSM

Department Curriculum Managers: NA
Department PCC Chair: Rupa Jethwa Eapen

PSYC

Department Curriculum Managers: NA
Department PCC Chair: Karen O'Brien, Robert Slevc



UNIVERSITY OF
MARYLAND

COLLEGE OF BEHAVIORAL AND SOCIAL SCIENCES
Office of the Associate Dean

2141 Tydings Hall
College Park, Maryland 20742
301.405.1692 TEL
www.bsosundergrad.umd.edu

SOCY

Department Curriculum Managers: NA
Department PCC Chair: Nicole Cousin-Gossett

BSOS - BSCV, BSGC, BSOS, BSST, MLAW

Department Curriculum Managers: NA
Department PCC Chair: (Program Director, Kristi Hall)