



To: BSOS Programs, Curricula, and Courses (PCC) Members in 2018-19

From: Katherine Russell, Associate Dean
Karol Soltan, BSOS PCC Chair 2018-19

RE: BSOS PCC Operations

Date: August 9, 2018

Thank you for serving on the BSOS Programs, Curricula, and Courses (PCC) Committee in 2018-19.

The BSOS PCC Committee has the responsibility for reviewing all requests to create or change credit-bearing courses or 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 judgment, 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 Associate Dean or Dean's staff.

An in-person committee meeting will take place at the beginning of the year, convened by the BSOS PCC Chair and BSOS Associate Dean. After the initial meeting, the PCC Chair may convene an in-person meeting on an as-needed basis. The BSOS PCC may conduct routine business remotely via the Curriculum Management online system, phone, 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.



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 facilitator, 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 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. This process still occurs via email and is coordinated by Ms. Peggy Marks. 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](#)) 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/](http://www.provost.umd.edu/Academic%20Planning/)

BSOS PCC Committee Information

BSOS PCC Committee Members in 2018-19

Dr. Juliet Aiken, PSYC
Dr. Kristi Hall, BSOS (ex officio, non-voting member)
Dr. Peter Murrell, ECON
Dr. Alex Parkhouse, SOCY
Dr. Karol Soltan, GVPT (Chair)
Dr. Wendy Stickle, CCJS-SG

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/
- 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. 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. There can be a backlog that can cause delays at the campus level.

BSOS PCC Committee - Course Proposal Calendar for 2018-19

Course Proposals Released to BSOS PCC Committee	Review Deadline for BSOS PCC Committee		<u>Campus VPAC Meeting</u>
	Initial Vote	Deadline to send	
August 17, 2018	August 24, 2018	August 31, 2018	September 14, 2018
September 14, 2018	September 21, 2018	September 28, 2017	October 12, 2018
October 12, 2018	October 19, 2018	October 26, 2018	November 9, 2018
November 9, 2018	November 16, 2018	November 30, 2018	December 14, 2018
December 14, 2018	December 19, 2018*	December 21, 2018	January 11, 2019
January 11, 2019	January 18, 2018	January 25, 2018	February 8, 2019
February 8, 2019	February 15, 2018	February 22, 2018	March 8, 2019



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March 8, 2019	March 15, 2018	March 29, 2018	April 12, 2019
April 12, 2019	April 19, 2018	April 26, 2018	May 10, 2019
*The timeline for December review is condensed due to winter break			



BSOS PCC Committee – Program Proposal Calendar for 2017-18

Program Proposals Released to BSOS PCC Committee	Review Deadline for BSOS PCC Committee	Campus PCC Meeting
As Received	Within 2 Weeks	August 31, 2018
		October 5, 2018
		November 2, 2018
		December 7, 2018
		February 1, 2019
		March 1, 2019
		April 5, 2019
		May 3, 2019
		September XX, 2019

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

Curriculum proposal still utilize a paper/email approval pathway at this time. 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 Quali 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