Proposal emailed on
8/17/16 Original
Routing Form attached
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Office of the Provost

University of Maryland. Baltimore County 1000 Hilltop Circle Baltimore, Maryland 21250

PHONE: 410-455-2333 FAX: 410-455-1107 WEB: www.umbc.edu

## interoffice

**MEMORANDUM** 

DATE:

August 17, 2016

TO:

Rosemary Drohan

FROM:

Antonio Moreira, Ph.D.

Vice Provost for Academic Affairs

SUBJECT:

BS Middle School STEM

Attached please find the original proposal for the BS Middle School STEM. For the sake of expediency, I am also sending copies of this information simultaneously to the Faculty Senate, the Undergraduate Council and the Academic Planning and Budget Committee. Please coordinate with Drs. Moffitt, McDonough and Nicholas to obtain the endorsement from the shared governance process.

We look forward to receiving the Faculty Senate's review.

Thank you.

AM:slm Attachment

Cc:

Dr. Kimberly Moffitt, President, Faculty Senate

Dr. Susan McDonough, Chair, Undergraduate Council

Dr. Charles Nicholas, Chair, APB

Dr. Patricia McDermott, Vice Provost for Faculty Affairs

Ms. Beth Wells (w/o attachment)

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## **Routing Sheet for Review and Approval**

## Proposed New Academic Plan or Name Change to Existing Academic Plan

Required steps in the review and approval process for proposed new academic plans and name changes to existing academic plans vary depending upon a number of factors. The Provost's Office reviews each concept for a new academic plan or name change in light of UMBC campus governance procedures and USM/MHEC approval guidelines. As a result of this examination, the boxes checked on page 2 of this form reflect the steps that have been identified as required for review of the proposed new academic plan or name change of an existing academic plan shown below and attached.

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		Conc			Concept Group:	Date of PCG review:	Date routing sheet sent:			
	$\mathcal{B}$	A.	Middle	School	Stem	2/13	11/30/19			
dlu .	BS	reviev	nis routing form and process is designed to enable more effective and efficient tracking of documents throughout the view and approval steps, ultimately leading to more timely completion of the process. This is especially important ecause in many cases MHEC has strict "windows" during which proposals must be submitted.							
13/16		Instructions: 1. Please do <u>not</u> detach this routing slip from the proposal.								
		2	2. Regarding the proposed program acronym, the department proposing the new academic plan is responsible to consult simultaneously by email with Pam Hawley in the Registrar's Office at <a href="mailto:mcimbc.edu">mcimbc.edu</a> and Michael Dillon in OIR at <a href="mailto:mcimbc.edu">mcimbc.edu</a> . Please send the proposed program acronym, type (BA, BS, certificate, etc) and description. If you have no preferred acronym, you can send only the description and degree type; Pam and Michael will respond with an assigned acronym. After this consultation, insert the following below: (1) the proposed name of the new academic plan; (2) a formal description of the proposed new academic plan (up to 30 characters); (3) a short description of the proposed new academic plan. (up to 10 characters); and (4) a proposed new 4-letter acronym for the proposed new academic plan.   Output  Description is responsible to consult the new academic plan is responsible to consult the new academic plan (up to 10 characters); and (4) a proposed new 4-letter acronym for the proposed new academic plan.   Output  Description is responsible to consult the new academic plan is responsible to consult the new academic plan (up to 10 characters); and (4) a proposed new 4-letter acronym for the proposed new academic plan.   Output  Description is responsible to consult the new academic plan is responsible to consult the new academic pl							
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)		4		al and these ro appears on the		ıld be sent to each office i	ndicated on this form, in the order in			
,		5	. Attach letter	rs of support fro	om all participatin	g departments, assuring o	capacity in courses, etc.			
		As you sign your approval (or return it to the prior step for modification), please email Susan Lavezza in the Prov Office at <a href="mailto:susan.lavezza@umbc.edu">susan.lavezza@umbc.edu</a> , giving the name of the proposal as shown above and the office to which you sending it next, so that we can keep track of it. If you have questions about the review process, please contact B Wells at <a href="mailto:bwells@umbc.edu">bwells@umbc.edu</a> , x 58907. Thank you very much for your assistance.								
		*****								
		Propo	sed name of pr	oposed new ac	ademic plan:	Propo	sed program acronym:			
	Proposed formal description of new proposed academic plan (up to 30 characters):									
		Proposed short description of proposed new academic plan (up to 10 characters):  OR								
		Propo	sed change to	name of existin	g academic prog	ram: Currer	nt program acronym:²			
		Addition	onal instruction	s for proposal:		***************************************	Antonio Moreira			
		Follow	the instruction	s in the new pro	ogram guidelines	on the Provost's	Vice Provost for Academic Affairs			

website for program type:

 $<sup>^{1}</sup>$  Note that academic plan acronyms are permanent and, once established do not change in the future if the name of the academic plan changes.

Bs	Name of proposed new academic plan or proposed change to name of existing academic plan:  BH Middle School Stem							
2/12/11	Department proposing program must submit the proposal for informal review to the Vice-Provost for Academic Affairs, pri to submitting it for formal review.  Department proposing program must develop and get approval for proposed acronym. Follow instruction # 2 on Page 1.  USM requires that proposals be submitted electronically. Please send an electronic copy of the FINAL version of your proposal to Susan Lavezza at susan.lavezza@umbc.edu.  A Letter of Intent is required for this program. The format and directions will be sent to you electronically.							
	Send to this office if checked here.	Signatures: / \	Dates:					
		INFORMAL REVIEW Vice-Proyest or Assist. Vice Prov. for Academic.	Date reviewed					
		May D Associate Chesik) Department Chair	4/28/16 Date approved					
		Again C Adaptive Vice-President for Administration & Finance	05/03/16 + 08/04/16  Date budget reviewed					
	NA	Vice Provost, Professional Education	Date approved					
	NA	Dean of Natural & Mathematical Sciences	Date approved					
	Y) A	Dean of Arts, Humanities & Social Sciences	8/6/16 Date approved					
	NIA	Dean of the Erickson School	Date approved					
	IV IV	Dean of Engineering & IT	Date approved					
	NA	Dean of Undergraduate Education	Date approved					
	1	Dean of Graduate Education	Date approved					
		Please return proposal & cover sheet at this p Vice Provost for Academic Affairs S//S// Date Letter of	of Intent sent to USM 2/24//5					
	NA	Chair, Undergraduate Council	Date approved					
	<u> </u>	Chair, Graduate Council	Date approved					
		Chair, Academic Planning & Budget	Date approved					
		President, Faculty Senate	Date approved					
		Please return proposal & cover sheet at this p Vice Provost for Academic Affairs	Date MHEC check requested					
	V	Provost	Date approved					
		President	Date approved					
		University System of Maryland/ Board of Regents for	-					
	V	o-day review						
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