

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 18, 2016

TO: Rosemary Drohan

FROM: Antonio Moreira, Ph.D. 
Vice Provost for Academic Affairs

SUBJECT: BS Translational Life Science Technology Proposal I and Proposal II

*emailed 8/18/16
2 Routing forms attached (originals)
*Must be on October Faculty Senate
Agenda.*

Attached please find the original proposals for the BS Translational Life Science Technology Proposal I – authorization to offer the program and Proposal II – authorization to offer the program off-campus (at USG). These two proposals will be submitted simultaneously to USM and MHEC as per external procedures for these cases. 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
Attachments (2)

Cc: Dr. Kimberly Moffitt, President, Faculty Senate
Dr. Susan McDonough, Chair, Undergraduate Council
Dr. Patrice McDermott, Vice Provost for Faculty Affairs
Dr. Charles Nicholas, Chair, APB
Ms. Beth Wells (w/o attachment)

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.

Concept approved by the Program Concept Group: TLST - Proposal I Date of PCG review: 10/14/13 Date routing sheet sent: 12/21/15

This routing form and process is designed to enable more effective and efficient tracking of documents throughout the review and approval steps, ultimately leading to more timely completion of the process. This is especially important because in many cases MHEC has strict "windows" during which proposals must be submitted.

Instructions:

1. Please do not detach this routing slip from the proposal.
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 mcinnis@umbc.edu and Michael Dillon in IRADS at midillon@umbc.edu. 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.¹
3. If a new program is proposed, please send an email to Miriam Tillman at mir@umbc.edu to inquire whether the Marketing Department in Institutional Advancement has an interest in exploring marketing opportunities associated with this program.
4. The proposal and these routing sheets should be sent to each office indicated on this form, in the order in which each appears on the list.
5. Attach letters of support from all participating departments, assuring capacity in courses, etc.

As you sign your approval (or return it to the prior step for modification), please email Susan Mocko in the Provost's Office at mocko@umbc.edu, giving the name of the proposal as shown above and the office to which you are sending it next, so that we can keep track of it. If you have questions about the review process, please contact Beth Wells at bwells@umbc.edu, x 58907. Thank you very much for your assistance.

Proposed name of proposed new academic plan:

Proposed 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

Proposed change to name of existing academic program:

Current program acronym:²

Additional instructions for proposal:

Follow the instructions in the new program guidelines on the Provost's website for program type:

A

Beth Wells
Assistant Vice Provost for Academic Affairs

¹ Note that academic plan acronyms are permanent and, once established do not change in the future if the name of the academic plan changes.

Name of proposed new academic plan or proposed change to name of existing academic plan:

TLST BS - Proposal II - to offer the program of course

Department proposing program must submit the proposal for informal review to the Vice-Provost for Academic Affairs, prior 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 Mocko at mocko@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:

Brian Wells
INFORMAL REVIEW
Assistant Vice-Provost for Academic Affairs

Dates:

6/27/14
Date reviewed

NA ~~NA~~

Department Chair
Lynne C. Anderson
Vice President for Administration & Finance

Date approved
8/5/16
Date budget reviewed

NA

Vice Provost, Professional Education
William K. ...
Dean of Natural & Mathematical Sciences

Date approved
8/8/16
Date approved

NA

Dean of Arts, Humanities & Social Sciences

Date approved

NA

Dean of the Erickson School
... ..
Dean of Engineering & IT

Date approved
8/19/16
Date approved

Dean of Undergraduate Education

8/17/16
Date approved

NA

Dean of Graduate Education

Date approved

Please return proposal & cover sheet at this point to:
Vice Provost for Academic Affairs

8/17/16
Date Letter of Intent sent to USM

Chair, Undergraduate Council

Date approved

NA

Chair, Graduate Council

Date approved

Chair, Academic Planning & Budget

Date approved

President, Faculty Senate

Date approved

Please return proposal & cover sheet at this point to:
Vice Provost for Academic Affairs

Provost

Date approved

President

Date approved

University System of Maryland/
Board of Regents
and
Maryland Higher Education Commission for

Full 30-day review

Target MHEC Window submission date (subject to change)

August 19-29, 2016
October 2016

BW
Full 2016