

*Proposal emailed on  
8/17/16. Original  
Routing Form attached  
here!*

UMBC

AN HONORS UNIVERSITY IN MARYLAND

Office of the Provost

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Baltimore, Maryland 21250

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## interoffice

### MEMORANDUM

DATE: August 17, 2016

TO: Rosemary Drohan

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

SUBJECT: PBC STEM Education Leadership

Attached please find the original proposal for the PBC STEM Education Leadership. For the sake of expediency, I am also sending copies of this information simultaneously to the Faculty Senate, the Graduate Council and the Academic Planning and Budget Committee. Please coordinate with Drs. Moffitt, Rutledge 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. Janet Rutledge, Chair, Graduate Council  
Dr. Charles Nicholas, Chair, APB  
Dr. Patrice McDermott, Vice Provost for Faculty Affairs  
Ms. Beth Wells (w/o attachment)



## 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.**

Concept approved by the Program Concept Group: \_\_\_\_\_ Date of PCG review: \_\_\_\_\_ Date routing sheet sent: \_\_\_\_\_

*P BS STEM Educ. Teacher ship* *4/14/14* *8/4/14*

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](mailto:mcinnis@umbc.edu) and Connie Pierson in OIR at [krach@umbc.edu](mailto:krach@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.<sup>1</sup>
3. If a new program is proposed, please send an email to Miriam Tillman at [mir@umbc.edu](mailto: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 Lavezza in the Provost's Office at [susan.lavezza@umbc.edu](mailto:susan.lavezza@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](mailto: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:<sup>2</sup> \_\_\_\_\_

#### Additional instructions for proposal:

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

Antonio Moreira  
Vice Provost for Academic Affairs

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





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

PBC STEM Educ. Leadership

✓ 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 [smocko@umbc.edu](mailto:smocko@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:

✓

Brian Wells  
**INFORMAL REVIEW**  
Assist. Vice Prov. for Academic Affairs

8/4/16  
Date reviewed

✓

[Signature]  
Department Chair

8/8/16  
Date approved

N/A

Vice-President for Administration & Finance

Date budget reviewed

N/A

Vice Provost, Professional Education

Date approved

N/A

Dean of Natural & Mathematical Sciences

Date approved

✓

[Signature]  
Dean of Arts, Humanities & Social Sciences

8/9/16  
Date approved

N/A

Dean of the Erickson School

Date approved

N/A

Dean of Engineering & IT

Date approved

N/A

Dean of Undergraduate Education

Date approved

✓

[Signature]  
Dean of Graduate Education

8/17/16  
Date approved

✓

Please return proposal & cover sheet at this point to:

Vice Provost for Academic Affairs 5/12/16  
Date Letter of Intent sent to USM

N/A

Chair, Undergraduate Council

Date approved

✓

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 \_\_\_\_\_ Date MHEC check requested

✓

Provost

Date approved

✓

President

Date approved

✓

University System of Maryland/  
Board of Regents

for \_\_\_\_\_

✓

and  
Maryland Higher Education Commission

administrative approval

N/A

Target MHEC Window submission date (subject to change) N/A

