**Programs, Courses, and Curriculum (PCC) Committee**

November 17, 2016

11-12:30pm, Room 2116

**Members (voting):** Brian Butler (Chair), Kathy Weaver, Niklas Elmqvist, Paul Jaeger, Katie Shilton, Vedat Diker, Ann Weeks

**Ex Officio (non voting):** Keith Marzullo, Lindsay Sarin

**General Business**

Approval of October Minutes

ACTION: Approved

**Action Items**

**School Library Certificate Proposal**

* This certificate has been in development since 2013, and it was originally developed to keep track of Advanced Special Students getting their certification after they have completed and MLIS degree. This certificate will allow both students with an existing MLIS OR a teaching certification to complete the necessary coursework to obtain a School Library Certification in Maryland, DC, or Virginia.
* The certificate has 8 required courses and permits no waivers, but there is one difference between those with an MLIS degree and those with a teaching certification. Those with a teaching certification must complete LBSC671 Creating Information Infrastructures and those with an MLIS must complete LBSC744 Internship in School Libraries.
* It will be offered fully-online and can be complete in as little as 18 months.
* Admissions requirements for the certificate will be equivalent to those of the MLIS program to allows for anyone who does not have an MLIS degree to apply them towards a future MLIS degree. The admissions process will run concurrently with the MLIS admissions process.
* The proposed launch date is Fall 2017.
* Brian advised that the certificate be advertised now and if it is not in place or approved by the University any of those students could be registered as Adv. Special Students.

**ACTION: Approved**

**Next Steps:** Review by Graduate School PCC

Review by Senate PCC

Review by President & Chancellor

**Course Approval:** INST408B Design and Human Disability and Aging

* Change: pre/co-requisites
  + INST201 pre/co-requisite
  + Ann: There are some inconsistencies in the syllabus. Lindsay volunteered to edit/correct those and provide the information to the instructor (Gregg Vanderheiden).
  + It was noted that this may be Potentially useful for disability minor and/or master’s electives

**ACTION:** Approved

**Discussion/Other Business**

TA/Grader Support Policy (attached)

Comments:

* Add: “subject to availability” - We will work with instructors to best meet their needs, individually and collectively.
* Add: Process for applying for TA/grading positions
* Need process for instructors to request support.
* Add: Additional paragraph about requesting support outside of the criteria listed.

**Next Step(s):** Present to Assembly.

**Academic Program Fees**

* Brian provided and reviewed the current income statement and described the goals of a review and potential revision of academic program fees.
* Goals: Create a coherent set of fees for online courses, courses physically on the Shady Grove campus, and those on the College Park Campus
* Brian asked the committee if there are there additional fees that can/should be added?

Comments:

* + There is an existing “Technology Fee” proposal from DCIC which could pay for the VCL, special software needed for instruction, and/or technology projects.
  + We could create a special “Project Fee” for capstone courses/project-based courses to help cover the administrative costs associated with them.

**Discussion of unstaffed courses**

Brian and Lindsay discussed the courses yet to be staffed for spring and requested that faculty provide any leads that they might have for both instructors or TAs.

**Updates**

* The Academic Programs Webpage has been updated: <https://ischool.umd.edu/intranet/academic-program-administration>
* The Course Proposal Form has been updated.

**Instructor Teaching Support (TA/Graders) – PROPOSED POLICY**

**Courses with 100+ Seats\***

An instructor teaching a course with 100 or more may qualify for 20 hours/week of instructional support. This support may include:

* Assuming teaching responsibility for a laboratory or discussion session of a course;
* Assuming teaching responsibility for a classroom section of a multi-sectional course under the close supervision of the director(s) of the course;
* Assisting a faculty member in the grading, advising, and administrative duties necessary for a course(s).

*\*An instructor working with a PhD student doing an Individualized Teaching Experience may qualify for up to 10 hours a week of hourly student instructional support.*

**Courses with 45-99 Seats\*\***

An instructor teaching a course with 45 to 99 seats qualifies for up to 10 hours/week of hourly student instructional assistance (grading, etc). An instructor may be assigned 10 hours/week of a teaching assistant’s effort depending on availability within the College.

*\*\*An instructor working with a PhD student doing an Individualized Teaching Experience does not qualify for additional support.*

**Courses with 44 or Fewer Seats**

Courses of 44 or fewer seats do not qualify for instructional support unless there are demonstrated exceptional circumstances. Support in these circumstances is determined on a case-by-case basis with the Director of Academic Programs and Senior Associate Dean.

*The number of students registered will be reviewed at least 30 days prior to the start of the semester. Availability of support will be determined based on actual registrations for the course. (For example: if there are 100 seats available and 45 students registered, the faculty member will qualify for that level of support.) Ability of support*

**Graduate Academic Program Fees – Existing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College Park** | | | | |
|  | PART TIME | | | FULL TIME |
| Credit Hours | 1 | 3 | 6 | 9 |
| \*Tuition Resident | 651 | 1953 | 3906 | 5859 |
| \*Tuition Non-Resident | 1404 | 4212 | 8424 | 12636 |
| Technology Fee | 66 | 66 | 66 | 132 |
| Athletics | 68 | 68 | 68 | 68 |
| Shuttle Bus | 50.5 | 50.5 | 50.5 | 100.5 |
| Stamp Union | 83.5 | 83.5 | 83.5 | 166.5 |
| Student Activities | 17.5 | 17.5 | 17.5 | 17.5 |
| Recreation Services | 97.5 | 97.5 | 97.5 | 194.5 |
| Performing Arts | 19.5 | 19.5 | 19.5 | 40 |
| Health Center | 20.5 | 20.5 | 20.5 | 41 |
| Student Facilities | 4.5 | 4.5 | 4.5 | 9 |
| \*TOTAL FEES | 427.5 | 427.5 | 427.5 | 769 |
| TOTAL RESIDENT | 1078.5 | 2380.5 | 4333.5 | 6628 |
| TOTAL NON-RESIDENT | 1831.5 | 4639.5 | 8851.5 | 13405 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Shady Grove/Online** | | | | |
| Shady Grove |  |  |  |  |
| Tuition | Per Credit Hour | 3 | 6 | 9 |
| Maryland Resident | $651.00 | $1,953.00 | $3,906.00 | $5,859.00 |
| Maryland Non-resident | $1,404.00 | $4,212.00 | $8,424.00 | $12,636.00 |
| Fees |  |  |  |  |
| Technology Fee (per semester) | $66.00 | $66.00 | $66.00 | $66.00 |
| Program Fee ($65 per credit hour) | $65.00 | $195.00 | $390.00 | $585.00 |
| Auxiliary Fee | $20.40 | $61.20 | $122.40 | $183.00 |
|  | **$151.40** | **$322.20** | **$578.40** | **$834.00** |
|  |  |  |  |  |
| Total Maryland Resident |  | $2,275.20 | $4,484.40 | $6,693.00 |
| Total Maryland Non-resident |  | $4,534.20 | $9,002.40 | $13,470.00 |

**Undergraduate: http://bursar.umd.edu/t\_ug1617.php**