MEMORANDUM

TO: Nariman Farvardin  
Dean, A. James Clark School of Engineering

FROM: Phyllis Peres  
Associate Provost for Academic Planning and Programs

SUBJECT: Proposal to Convert the Citation in Project Management to a Minor (PCC Log No. 05008)

At its meeting today, the Senate Committee on Programs, Curricula, and Courses approved your proposal to convert the Citation in Project Management to a Minor. A copy of the approved proposal is enclosed.

This approval is effective Spring 2006. All advisers should be notified and the College should ensure that the approved guidelines are followed.

PP/cwr

Enclosure

cc: James Baeder, Chair, Senate PCC  
Sarah Bauder, Office of Student Financial Aid  
Mary Giles, University Senate  
Barbara Hope, Data Administration  
Kathy McAdams, Undergraduate Studies  
Anne Turkos, Archives  
Linda Yokoi, Records & Registrations  
Gary Pertmer, A. James Clark School of Engineering  
David Lovell, Civil and Environmental Engineering
THE UNIVERSITY OF MARYLAND, COLLEGE PARK
PROGRAM/CURRICULUM PROPOSAL

DIRECTIONS: Provide one form with original approval signatures in lines 1 - 4 for each proposed action. Keep this form to one-page in length. Forms and appropriate attachments should be submitted to the Office of Academic Affairs, who will assign a Log Number to each proposal. Also submit an electronic version of as much of the proposal as is possible.

DATE SUBMITTED_ April 7, 2005

COLLEGE/SCHOOL: A. James Clark School of Engineering

DEPARTMENT/PROGRAM: Civil & Environmental Engineering

PROPOSED ACTION (A separate form for each) ADD x DELETE___ CHANGE____

DESCRIPTION (Provide a succinct account of the proposed action. Details should be provided in an attachment. Provide old and new sample programs for curriculum changes.)

Convert the CE&E Department of the Clark School's "Citation in Project Management" to a "Minor in Project Management."

JUSTIFICATION/REASONS/RESOURCES (Briefly explain the reason for the proposed action. Identify the source of new resources that may be required. Details should be provided in an attachment.)

The CE&E Department of the Clark School is proposing to convert our "Citation in Project Management" to a "Minor in Project Management." This is in line with the University Senate proposal to establish new academic minors and convert existing academic citations to minors. No new resources are expected to be required.

APPROVAL SIGNATURES

1. Department Committee Chair
Charles W. Schwartz
7/29/05

2. Department Chair

7/29/05

3. College/School PCC Chair

9/13/05

4. Dean

2/3/2005

5. Dean of the Graduate School (if required)

6. Chair, Senate PCC
James D. Bender
10/2/2005

7. Chair of Senate

8. Vice President for Academic Affairs & Provost
Phyllis Peres

VPAAP Rev. 3/1/04
This is a proposal to convert an existing Citation in Project Management into a minor. The transcript will designate the minor as "Project Management".

This minor will provide students with an excellent overall understanding of the principles of project management. They will learn the tools and techniques of managing engineering and construction projects from the conceptual phase, through design and construction, to completion and close out. Students will develop the analytical skills and awareness necessary on the management side of engineering projects. Topics include project initiation, estimating, budgeting, developing work plans, scheduling, tracking work progress, quality management, managing teams, close out, engineering contract law, project cost accounting, and decision analysis. This minor will be of particular relevance to undergraduates throughout the A.J. Clark School of Engineering and the School of Architecture.

A total of 15 credits are required. All courses presented for the minor must be passed with a grade of "C" or better.

Oversight of this minor will be through normal academic processes of the Department of Civil & Environmental Engineering. The department’s undergraduate advisor will be responsible for ensuring that students are properly advised and that records are appropriately kept. The Executive Director of the Project Management Program will be responsible for authorizing the award of the minor.

There are no prerequisites per se but students wishing to enter this program must be at least a junior in good standing with a cumulative GPA of 3.0 or higher.