MEMORANDUM

TO: Charles Caramello  
   Dean, Graduate School  

   Donna Wiseman  
   Dean, College of Education

FROM: Elizabeth Beise  
Associate Provost for Academic Planning and Programs

SUBJECT: Proposal to Discontinue the Graduate Certificate of Professional Studies in Psychiatric Vocational Rehabilitation (PCC log no. 13005)

The proposal to discontinue the Graduate Certificate of Professional Studies in Psychiatric Vocational Rehabilitation has been administratively approved. A copy of the approved proposal is attached.

The change is effective Spring 2014. Please ensure that the change is fully described in the Graduate Catalog and in all relevant descriptive materials.

MDC/
Enclosure

cc: Marilee Lindemann, Chair, Senate PCC Committee  
    Sarah Bauder, Office of Student Financial Aid  
    Reka Montfort, University Senate  
    Erin Howard, Division of Information Technology  
    Pam Phillips, Institutional Research, Planning & Assessment  
    Anne Turkos, University Archives  
    Linda Yokoi, Office of the Registrar  
    Alex Chen, Graduate School  
    Margaret J. McLaughlin, College of Education  
    Robert W. Lent, Department of Counseling, Higher Education, and Special Education
THE UNIVERSITY OF MARYLAND, COLLEGE PARK
PROGRAM/CURRICULUM/UNIT PROPOSAL

• Please email the rest of the proposal as an MSWord attachment to pcc-submissions@umd.edu.

• Please submit the signed form to the Office of the Associate Provost for Academic Planning and Programs, 1119 Main Administration Building, Campus.

College/School:
Please also add College/School Unit Code-First 8 digits:
Unit Codes can be found at: https://hypprod.umd.edu/Html_Reports/units.htm

012031001310601
EDUC-Counseling, Higher Education and Special Education

Department/Program: Counseling, Higher Education and Special Education
Please also add Department/Program Unit Code-Last 7 digits: 1310601

Type of Action (choose one):

☐ Curriculum change (including informal specializations) ☐ New academic degree/award program
☐ Renaming of program or formal Area of Concentration ☐ New Professional Studies award iteration
☐ Addition/deletion of formal Area of Concentration ☐ New Minor
XX Suspend/delete program ☐ Other

Italics indicate that the proposed program action must be presented to the full University Senate for consideration.

Summary of Proposed Action:

The Department of Counseling, Higher Education and Special Education proposes to terminate the Graduate Certificate in Professional Studies Psychiatric Vocational Rehabilitation as of Fall, 2013 for lack of student enrollment and inadequate faculty resources to staff the Graduate Certificate Program. The Graduate Certificate Program was embedded in a masters degree in Rehabilitation Counseling Program that was terminated by the Department in 2012.

APPROVAL SIGNATURES - Please print name, sign, and date. Use additional lines for multi-unit programs.

1. Department Committee Chair
   [Signature]
   5-14-13

2. Department Chair
   [Signature]
   5/14/13

3. College/School PCC Chair
   [Signature]
   5/16/13

4. Dean
   [Signature]
   5-16-13

5. Dean of the Graduate School (if required)

6. Chair, Senate PCC

7. University Senate Chair (if required)

8. Senior Vice President and Provost
   [Signature]
   5-NOV-2013
Rationale to Delete the Graduate Certificate in Professional Studies in Psychiatric Vocational Rehabilitation

The Graduate Certificate in Professional Studies in Psychiatric Rehabilitation has been implemented for about 3 years. It was originally developed in response to an anticipated student need, and originally funded by a grant from the U.S. Department of Education awarded to the faculty member, Kim MacDonald-Wilson, who proposed the Graduate Certificate Program in Psychiatric Rehabilitation. Dr. MacDonald-Wilson resigned from the University of Maryland in Spring, 2012; at which point the Department voluntarily terminated the grant which funded the Certificate Program. At this time, we do not anticipate renewing the grant, nor do we anticipate any student demand for the Graduate Certificate Program without external funding. No students have been admitted to the Graduate Certificate Program since Fall, 2011, and there are no students currently enrolled in it. Therefore, we would like to terminate the Graduate Certificate Program in Professional Studies in Psychiatric Vocational Rehabilitation for the following reasons:

1. Faculty resources. The professor who staffed the Graduate Certificate Program in Psychiatric Vocational Rehabilitation resigned from her position in Spring, 2012; there are no faculty resources to administer the Graduate Certificate Program, nor do we anticipate future resources adequate to staff it;
2. The Program, originally funded under a federal grant from the U.S. Department of Education has not enrolled any students since Spring, 2012;
3. The grant that funded student tuition under the program was voluntarily terminated in Spring, 2012, with the faculty member who directed the project’s resignation. The Department does not anticipate renewed funding from the U.S. Department of Education that promoted student enrollment by covering the cost of tuition.
Departmental Approval Form  
(DAF)  
Department of Counseling, Higher Education, and  
Special Education Programs

**Directions:** As noted in the PCC Review Process within CHSE, step 4 involves the preparation of materials for submission to the College PCC. The College submission form requires the signatures of the Department Chair and one of the PCC representatives. The process within the Department involves preparing materials using the Campus PCC format for submission, as well as completing a Departmental Approval Form (DAF) that is signed by the Program Area Director to indicate approval at the Program level and by the Department Chair to indicate approval by the DAC. The final step is for one of the Departmental PCC representatives to sign both the DAF and the COE PCC Submission Form (provide at least 3 working days to obtain this signature). Signature by the Department PCC representative does not constitute another layer of "approval" but documents that Departmental procedures have been followed and that the proposal is sufficiently detailed to move forward for review by the COE PCC in which the representatives participate. The Departmental PCC reps may not think of everything that is important to assure that the College PCC does not see any issues within the College and that the proposal is ready for review by the Campus. However, the Departmental Reps can clarify any substantive changes requested by the COE PCC following the discussion of the College PCC. The completed DAF and completed materials will be submitted to the PCC Chair for review at the next College PCC meeting.

I) Course or Programmatic Information:

Course or Program Change: Graduate Certificate in Professional Studies Psychiatric Vocational Rehabilitation.

Proposed by: Cope

II) Signatures of Approval:

- Approved by Program Area:  
  Program Area Director (print name and sign):

  [Signature]

  Date: 5/14/13

- Approved by DAC:  
  Department Chair (signature)  

  Date: 5/14/13

- Department PCC Representative (need only one the representatives to sign):

  Dept. PCC Chair/Co-Chair (signature)  

  Date: 5/14/13

* Note: The Department Chair and one of the Departmental PCC representatives sign the College of Education PCC Submission Form