

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Elaine Johnson	Phone: 837-6683
DEPARTMENT / DIVISION: Applied Behavioral Sciences		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):		
10. Modify the counseling track of the M.S. in Applied Psychology by substitution of one required course and deletion of another required course		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall Spring XX Year: 2009		

Box 1: TYPE OF ACTION	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION	Non-Credit <input type="checkbox"/>	Undergraduate <input type="checkbox"/>	Graduate <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>

Box 3: ACTION ITEM (check appropriate boxes)		DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
	1. Experimental Course ¹	NOP	a, c, e	AC
	2. Course Title	NO		ABCD
	3. Course Credits	NO		ABCD
	4. Course Number	NO		ABCD
	5. Course Level	NO		ABCD
	6. Pre & Co-Requisite	NO		ABCD
	7. Course Description	NOP		ABCDEF
	8. New Course	NOP		ABCDEF
	9. Deactivate a Course	NO		ABCDEF
X	10. Program Requirements	NO	b, c, d, e	ABCDEF
	11a. UG Specialization (24 credits or less)	NO	a, b, c, d, e	ABCDEF
	11b. Masters Specialization (12 credits or less)	NO	a, b, c, d, e	ABCDEF
	11c. Doctoral Specialization (18 credits or less)	NO	a, b, e	ABCDEF
	12. Closed Site Program	NOT	e	ABCDHIK
	13. Program Suspension ⁹	NO,5	a, e	ABCDEGIK
	14a. Certificate Program (ug/g) exclusively within existing degree program	NO	a, c, e	ABCDEFHIK
	14b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	NOQR, 6	a, c, e	ABCDEFHJL
	15. Off-Campus Delivery of Existing Program	NO, 4	a, b, c, e	ABCDHIL
	16a. UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFHJL
	18. Program Termination	NO, 10	d, e	ABCDEFHIK
	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
	20. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)								
X	N.	This Cover Sheet		Q.	Full 5-page MHEC Proposal		T.	Other
X	O.	Summary Proposal		R.	Financial Tables (MHEC)			
	P.	Course Definition Document		S.	Contract			

- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.
- One-page letter to include: Program title & degree/certificate to be awarded; resources requirements; need and demand; similar programs; method of instruction; and oversight and student services (MHEC requirement)
- One-page letter with description and rationale (MHEC requirement)
- One or two-page document that describes: centrality to mission; market demand; curriculum design; adequacy of faculty resources; and assurance program will be supported with existing resources. (MHEC requirement)
- Learning objectives, assessment strategies; fit with UB strategic plan
- Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
- Temporary suspension of program to examine future direction; time not to exceed two years. No new students admitted during suspension, but currently enrolled students must be given opportunity to satisfy degree requirements.

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
Modification of program requirements (#10) Master's degree in Applied Behavioral Sciences, Counseling Track

10. Provide:
- evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
 - proposed date after which no new students will be admitted into the program;
 - accommodation of currently enrolled students in the realization of their degree objectives;
 - treatment of all tenured and non-tenured faculty and other staff in the affected program;
 - reallocation of funds from the budget of the affected program; and
 - existence at other state public institutions of programs to which to redirect students who might have enrolled in the program proposed for abolition.
11. University Council review (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: <i>Stephen Peter LaBash</i>	5/19/08
b. OTS <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee: <i>J. Wood</i>	5/19/08
c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: <i>Callene Steidl</i>	5/19/08
d. Admissions <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: <i>Wendy Johnson</i>	5/19/08
e. Records <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee: <i>A. Powell</i>	5/19/08

Box 6: APPROVAL SEQUENCE		DATE
APPROVAL SIGNATURES		
A. Department / Division	Chair: <i>J. Bush</i>	04-07-08
B. Final faculty review body within each School	Chair: <i>Neasha Yoffe</i>	4/18/08
C. College Dean	Dean: <i>Joy W. Doherty</i>	5/22/08
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Judith A. Marshall</i>	5/23/08
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Betsy Ryan</i>	5/26/08
F. University Faculty Senate (UFS option)	Chair:	
G. University Council (see # 11 above)	Chair:	
H. President	President:	
I. Board of Regents – notification only		
J. Board of Regents – approval		
K. MHEC – notification only		
L. MHEC – approval		
M. Middle States Association notification	Required only if the mission of the University is changed by the action	

Impact Statement From the Office of University Relations

These changes could potentially affect the undergraduate and graduate catalogs—which the Office of University Relations currently manages and produces—as well as other recruitment publications that contain this type of specific academic material. The timing of the final approval for these changes will be a determining factor in our ability to incorporate the new information in a timely fashion in any related materials that are on our production schedule.

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Elaine Johnson	Phone: 837-6683
DEPARTMENT / DIVISION: Division of Applied Behavioral Sciences		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
10. Modify the counseling track of the M.S. in Applied Psychology by substitution of one required course and deletion of another required course		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall Spring <input checked="" type="checkbox"/> Year: 2009		

O-1: Briefly describe what is being requested:

Modification of the program requirement for the counseling track of the Master's Degree in Applied psychology

- From requiring APPL 608 to requiring either APPL 608 or APPL 619
- Deleting APPL 616 from program requirements

For new courses or changes in existing courses (needed by Registrar)

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title:	Course # / HEGIS Code:	Credits:

O-2: Set forth the rationale for the proposal:

The counseling track of the M.S. program in Applied Psychology was modified to become a 48-credit program (from the current 42-credit program) in Fall of 2008. The modification was made chiefly to bring the program into alignment with national standards set forth by the Council on Accreditation for Counseling and Related Educational Programs (CACREP), an affiliate of the National Board of Certified Counselors (NBCC), the accrediting body for counselor training programs in the U.S. Following CACREP standards allows us to participate in the GSA-NCC (Graduate Student Application for the National Certified Counselor) program, administered by the NBCC. This program allows our students to take the National Counseling Exam (NCE) at the conclusion of their 48-credits of study, which otherwise is not possible until students have completed 60 credits of study.

The 48-credit program currently lists APPL 608 (Applied Assessment) as a program requirement. However, many students come into the M.S. program having already taken an equivalent course during undergraduate studies. In such cases, historically, the requirement has been waived. To meet CACREP standards, a course in assessment is required in the master's program. In order for all of our students to meet this requirement, it is proposed that the program requirements include *either* 608 or 619 (Psychological Assessment).

* * * *

APPL 616 is not required, by CACREP standards, to be taken in the master's program. It is a requirement for State licensure as a Licensed Clinical Professional Counselor in Maryland. It is also

considered one of the "core" courses in UB's Certificate in Professional Counseling Studies (CPCS) program. Thus, it is more appropriate for this course to be required in the CPCS program (specifically designed to prepare students for state licensure) than in the Master's program. Moving this requirement to the CPCS program also allows more flexibility in students' scheduling of M.S. coursework, allowing them to take an elective in a specialty area of interest during that program.

* * * *

No additional resources are required to make these changes, as all courses required in the modified program are already taught on a yearly basis in either the counseling M.S. track, or UB's Certificate Program in Professional Counseling Studies. Students would merely rearrange the sequence in which their courses are taken in the master's and post-master's licensure preparation (Certificate) programs.

Comparison of 42- and 48-Credit Requirements for the Counseling Track

Master's Program in Applied Psychology

Current course requirements for the counseling track (pre-Fall, 2008)

Current required Core (12 credits)

1. APPL 631 (Intermediate Statistics)
2. APPL 632 (Research Methods)
3. APPL 603 (Learning & Cognition)
4. APPL 601 (Biological Bases of Behavior)

Current required in Counseling Track (30 Credits)

5. APPL 602 (Ethics and Legal Issues in the Practice of Psychology)
6. APPL 605 (Advanced Theories of Personality and Counseling)
7. APPL 606 (Basic Counseling)
8. APPL 608 (Applied Assessment Procedures)
9. APPL 610 (Psychopathology and Diagnosis)
10. APPL 616 (Advanced Treatment Techniques)
11. APPL 703 (Practicum in Counseling)
12. APPL 619 (Psychological Assessment)
13. Elective
14. Elective

48-credit program requirements (to be instituted Fall, 2008)

Required Core (12 credits)

1. APPL 631 (Intermediate Statistics)
2. APPL 632 (Research Methods)
3. APPL 603 (Learning & Cognition)
4. APPL 601 (Biological Bases of Behavior)

Required in Counseling Track (36 credits)

5. APPL 602 (Ethics and Legal Issues in the Practice of Psychology)
6. APPL 605 (Advanced Theories of Personality and Counseling)
7. APPL 606 (Basic Counseling)
8. APPL 608 (Applied Assessment Procedures) **OR** APPL 619 (Psychological Assessment)
9. APPL 610 (Psychopathology and Diagnosis)
10. APPL 703 (Practicum in Counseling)
11. APPL 703 (Practicum in Counseling) (2 semesters of practicum are required)
12. APPL 613 (Human Development)
13. APPL 625 (Multicultural Counseling)
14. APPL 623 (Career & Lifestyle Development)
15. APPL 622 (Group Counseling)
16. Elective