

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

Instruction: See Course and Program Development Policy and Procedures

SHORT TITLE OF PROPOSAL: New Certificate Program -- Professional Counseling Studies COURSE #

Box 1: TYPE OF ACTION	ADD(NEW) <input checked="" type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input 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: ITEM OF ACTION (check appropriate boxes)		APPROVAL SEQUENCE (see box 4 below)	DOCUMENTS REQUIRED (see box 5 on back)	INFO COPIES (see 2 on back)
<input type="checkbox"/>	1 Experimental Course ¹	AC	NOP	
<input type="checkbox"/>	2 Course Title	ABCD	NO	
<input type="checkbox"/>	3 Course Credits	ABCD	NO	
<input type="checkbox"/>	4 Course Number	ABCD	NO	
<input type="checkbox"/>	5 Course Level	ABCD	NO	
<input type="checkbox"/>	6 Deactivate a Course	ABCDEF	NO	a, b
<input type="checkbox"/>	7 Pre & Co-Requisite	ABCD	NO	a, b
<input type="checkbox"/>	8 Course Content	ABCD	NOP	a, b
<input type="checkbox"/>	9 New Course	ABCDEF	NO PQ	a, b
<input checked="" type="checkbox"/>	10a Certificate Program (ug/g) exclusively within existing degree program	ABCDEFHJL	NOQ	a, b, d
<input type="checkbox"/>	10b Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	ABCDEFHIK	NOSR, 6	a, b, d
<input type="checkbox"/>	11a UG Concentration (exceeds 24 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	11b Masters Concentration (exceeds 12 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	11c Doctoral Concentration (exceeds 18 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	12 Program Requirements	ABCDEF	NO	a, b, d
<input type="checkbox"/>	13 Program Title	ABCDEFGHIK	NO, 5	a, b, c, d
<input type="checkbox"/>	14 Off-Campus Deliver of Existing Program	ABCDEFHJK	NO, 4	a, b, c, d
<input type="checkbox"/>	15 Closed Site Program	ABCDJL	NOT	a, b
<input type="checkbox"/>	16 Program Suspension ⁹	ABCDEGJL	NOQ	a, b, c, d
<input type="checkbox"/>	17 Program Termination	ABCDEFHJL	NO, 10	a, b, c, d
<input type="checkbox"/>	18 Degree Program	ABCDEFGHIK	NOQRS, 3,8	a, b, c, d
<input type="checkbox"/>	19 New Center	ABCDEFHG		
<input type="checkbox"/>	20 Other	Varies	Varies	Varies

Box 4: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A Department	Chair: <i>Deborah Kote</i>	<i>March 4, 2006</i>
B Final faculty review body within each school	Chair: <i>Margaret J. Pottback</i>	<i>March 13, 2006</i>
C College Dean	Dean: <i>Lay W. Kim</i>	<i>3/15/06</i>
D Provost and Senior Vice President for Academic Affairs	Provost: <i>Sharon Randall</i>	<i>3/2/06</i>
E Curriculum Review Committee (UFS subcommittee)	Chair: <i>Mululu Gillgren</i>	<i>3/25/06</i>
F University Faculty Senate	Chair:	
G University Council ¹¹	Chair:	
H President	President: <i>John Boney</i>	<i>4/20/06</i>
I Board of Regents – approval		
J Board of Regents – notification only		<i>4/20/06</i>
K MHEC – approval		
L MHEC – notification only		<i>4/20/06</i>
M Middle States Association notification	Required only if the mission of the University is changed by the action	

Box 5: DOCUMENTATION (check boxes of documents included)					
<input checked="" type="checkbox"/>	N. This Cover Sheet	<input checked="" type="checkbox"/>	Q. Full Description/Rationale	<input type="checkbox"/>	T. Contract
<input checked="" type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	R. Full 5-page MHEC Proposal	<input type="checkbox"/>	U. Other
<input type="checkbox"/>	P. Syllabus	<input type="checkbox"/>	S. Financial Tables		

1. Approval automatically lapses after two offerings unless permanently approved by Action 9
2. Codes: a) Director of Library Services (Langsdale or Law) b) College Dean c) Planning Office d) EMSA
3. 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.
4. 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 *
5. One-page letter with description and rationale *
6. 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. *
7. Learning objectives, assessment strategies; fit with UB strategic plan
8. Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal
9. 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.
10. Provide:
 - a. evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
 - b. proposed date after which no new students will be admitted into the program;
 - c. accommodation of currently enrolled students in the realization of their degree objectives;
 - d. treatment of all tenured and non-tenured faculty and other staff in the affected program;
 - e. reallocation of funds from the budget of the affected program; and
 - f. 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.

* Required by MHEC

DOCUMENT O – SUMMARY PROPOSAL

College: CLA	Department: Applied Psychology and Quantitative Methods	Cost Code:
Contact Person: Elaine Johnson, Ph.D.	Phone: 837-6683	Effective Semester: Spring 2007

O-1: Briefly describe what is requested:

Establishment of a Certificate in Professional Counseling Studies

In 1986 legislation was passed in Maryland enabling counselors to become licensed to practice independently, as Licensed Clinical Professional Counselors ("LCPCs"). Examination, licensure, and regulation of professional counselors are provided by the Board of Professional Counselors and Therapists ("Board"). Requirements for candidates include a master's degree in counseling or a closely related field and additional coursework in specific content areas, for a total of at least 60 graduate credits in counseling. At UB, graduates of the counseling track of the Master's Program in Applied Psychology qualify to sit for licensure examinations once they have completed the additional coursework. For our students, this is an additional 18 credits. Graduates of other counseling programs generally have similar needs. Currently, the post-master's coursework is taken while enrolled in UB's nondegree LCPC program. Potential and current LCPC students have recently expressed concern that UB's LCPC program is not a certificate program, and frequently elect to go elsewhere. Other institutions in our area, including Coppin State, Johns Hopkins, Loyola, and Towson offer certificate programs for post-master's licensure preparation. Among other benefits, the designation as a certificate program allows students to receive federal financial aid while completing their studies.

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

None. UB currently offers all courses that would be included in the Certificate Program.

New Title:	Title #:	Credits:
Course Abbreviation:		
Old Title:	Title #:	Credits:

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

Under policy changes by the Maryland Board, undertaken in 2005, employment in a counseling capacity in Maryland requires licensure or enrollment in a licensure-preparation program. This essentially requires that to be employed in the counseling profession, students must move directly from a master's program to a licensure-preparation program. Informal surveys of current students suggest that nearly all of our counseling graduate students will opt to move directly into at least half-time enrollment in a post-master's program. Current unlicensed employees of state agencies that provide counseling are also moving in large numbers into licensure-prep programs. The proposed certificate program will allow students in either situation to complete, in a timely and coherent manner, study that qualifies them to sit for licensure examinations.

O-3 Resources Needed:

No additional costs are anticipated as all courses are currently offered in our nondegree program.

	Personnel	Equipment	Expendables	Facility Costs	TOTAL COSTS
Start-up First Year					
Annual Thereafter					

Indicate probable source of additional funds, if needed:

O-4 Impact including OTS and Library resources (Complete a or b)

a) Impact was reviewed. All impacted units were contacted and understandings worked out. No unit objects to the proposal as currently submitted. The units contacted were:

Since no additional resources are required, no "impact review" is necessary.

Deborah Kohn
 Department Chair Signature

March 9, 2006
 Date

b) Impact was reviewed. All objections were worked out except those documented in attachments. Units contacted were:

Deborah Kehl
Department Chair Signature

March 9, 2006
Date

Form Q

- Q1. The proposed certificate program, Professional Counseling Studies, will consist of 18 credits (6 courses). It is designed for graduates of master's degree programs that are acceptable to the Maryland Board of Professional Counselors and Therapists. These programs include the counseling track of UB's Master's Program in Applied Psychology, similar counseling master's programs, and master's degree programs in other Board-approved areas. Some examples of the latter are gerontology, social work and art therapy.

The certificate program will offer all courses that are required by the Board to prepare for licensure as a Licensed Clinical Professional Counselor. Currently the Board requires a 3-credit course in each of 14 content areas, and additional coursework up to a minimum of 60 graduate credits. This coursework will also prepare students to sit for counselor licensure in most other states.

Required courses in the certificate program include:

APPL 610 – Psychopathology and Diagnosis
APPL 616 – Advanced Treatment Techniques

Rationale for Requirements

These two courses are the core of the certificate program. The State of Maryland, like many states, issued a Certification credential prior to the implementation of the licensure law. Prior to 1986, by completing requirements, one could become a “Certified Professional Counselor.” With the advent of licensure, independent practice, defined as the diagnosis and treatment of mental disorders, became the province of the Licensed Clinical Professional Counselor. The State of Maryland still retains credentialing as a Certified Professional Counselor, which carries some limited benefits for employees of certain agencies. However, the Certified Professional Counselor is prohibited, by the licensure law, from diagnosing and treating mental disorders. The only distinction in the academic preparation of the Certified Professional Counselor and the Licensed Clinical Professional Counselor is the addition of two specific courses for the LCPC: a course in Diagnosis and Psychopathology, and a course in Psychotherapy and Treatment of Mental Disorders. Thus, the required courses of the proposed certificate program are those that meet the specific State requirements for licensure, beyond (State) certification.

In cases where applicants to UB's Certificate in Professional Counseling Studies have completed courses equivalent to APPL 610 and/or 616 as part of the master's program in an accredited university, those courses would be transferred into the Certificate Program. In such instances, the requirement(s) will be waived, but each course waived must be replaced by an additional elective. Thus, each graduate of the program will have successfully completed 18 eligible credits at the University of Baltimore beyond the master's degree.

The remaining four courses (electives) for the certificate would be selected from those listed below. A specific program of study will be determined for each student individually, in consultation with the Program Director. Programs of study will be based upon State requirements for licensure and coursework already completed in master's preparation.

Each individual program will be designed to fully prepare the student to sit for licensure exams. *It should be noted that in some cases, depending on the type of master's program completed, study beyond 18 credits may be required to meet State licensure requirements.*

Elective Courses

APPL 625 -- Multicultural Counseling
APPL 622 – Group Counseling
APPL 613 – Human Development
APPL 621 -- Substance Abuse Counseling
APPL 626 -- Family Therapy
APPL 623 -- Career Counseling
APPL 703 – Practicum in Counseling
APPL 602 -- Ethics
APPL 608 – Applied Assessment Procedures
APPL 619 -- Psychological Assessment
APPL 605 -- Advanced Theories of Personality and Counseling
APPL 606 -- Basic Counseling
APPL 632 -- Research Methods
APPL 631 – Intermediate Statistics (not a Board requirement but prerequisite to APPL 632 at UB)
3-9 credits in other graduate-level APPL courses of the student's choosing

Q2. The Certificate Program will benefit the University by allowing us to retain graduates with the master's degree in Applied Psychology to the completion of their pre-licensure courses. Surveys of current APPL counseling students reveal that students are unanimous in their desire to complete licensure requirements immediately upon completion of the master's degree. Their preference is to complete this study with their peers in their home institution. There is widespread recognition that they are not employable in counseling agencies without a license.

The Certificate Program will put us on an equal footing with other Baltimore institutions (Towson, Loyola, Hopkins, and Coppin) that offer certificate pre-licensure programs. This will assist in recruiting students and pre-licensure professionals in the Baltimore and D.C. areas to our program.

The Certificate Program will also assist our students by making them eligible for financial aid while they continue studies toward licensure.

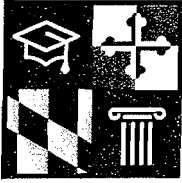
Q3. There is no anticipated negative impact to other units in the University. Currently, UB's LCPC program enrolls approximately 10-12 students per semester in many of its courses. It is expected that enrollment in these courses would increase. However, since all of the courses are currently offered on a yearly basis, the impact in the short term can only be positive. If enrollment swells in the future, it may be necessary to offer multiple sections of some core courses. The Division of Applied Psychology is currently recruiting an additional counseling faculty member who could be utilized to teach additional sections, as needed.

Q4. Quality of instruction would be assured through oversight by Elaine Johnson, Clinical Associate Professor and current Program Director of the LCPC program, under the administrative supervision of the Chair of the Division of Applied Behavioral Sciences. Dr. Johnson is the proposed Program Director of the Certificate Program.

Dr. Johnson holds a Ph.D. in counseling psychology from an APA-accredited program and completed an APA-accredited internship in counseling psychology. She is a licensed psychologist in the state of Maryland. She has served as Program Director for the current pre-licensure program since January, 2003. She has 25 years of clinical experience and 15 years of graduate faculty experience. She will be centrally involved in the recruitment and supervision of new counseling faculty. All instruction in the program will be delivered by professionals who hold the terminal degree (Ph.D., Psy. D., or in the case of Family Therapy, a master's degree in Marriage and Family Therapy) and the license appropriate to their field.

No additional support in terms of personnel, equipment, or facilities is anticipated in the transition of this program from non-certificate to certificate status.

Q5: The financial impact of the certificate program is expected to be positive in terms of recruitment and retention of graduate students.



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Robert L. Ehrlich, Jr.
Governor

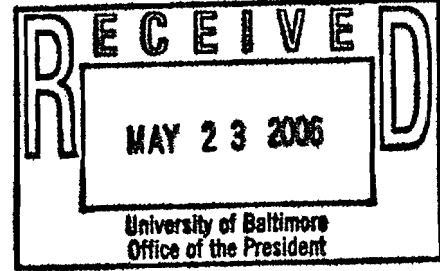
Michael S. Steele
Lt. Governor

Kevin M. O'Keefe
Chairman

Calvin W. Burnett
Secretary of Higher Education

May 17, 2006

Dr. Robert L. Bogomolny
President
University of Baltimore
1420 North Charles Street
Baltimore, Maryland 21201-5779



Dear Dr. Bogomolny:

The Maryland Higher Education Commission has reviewed a request from the University of Baltimore to offer a new Post-Baccalaureate Certificate (PBC) in Professional Counseling Studies consisting completely of courses from the existing Master's degree in Applied Psychology. I am pleased to inform you that the new certificate program has been administratively approved. This decision was based on an analysis of the program in conjunction with the Maryland Higher Education Commission's *Policies and Procedures for Academic Program Proposals* and the *Maryland State Plan for Postsecondary Education*. The program demonstrates potential for success, an essential factor in making this decision.

For purposes of providing enrollment and degree data to the Commission, please use the following academic program inventory code:

<u>New Program</u>	<u>Degree Level</u>	<u>HEGIS</u>	<u>CIP</u>
Professional Counseling Studies	PBC	2001-02	42.9999

Should the program require any substantial changes in the future, please keep the Commission apprised. I wish you continued success.

Sincerely,

Calvin W. Burnett
Secretary of Higher Education

CWB:DES:bg

cc: Dr. Irwin L. Goldstein, USM
Ms. Theresa Hollander, USM

MARYLAND HIGHER EDUCATION COMMISSION

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