



## Cover Sheet for In-State Institutions New Program or Substantial Modification to Existing Program

Institution Submitting Proposal	Allegheny College of Maryland
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*Each action below requires a separate proposal and cover sheet.*

- |   |   |
|---|---|
| <input type="radio"/> New Academic Program                          | <input type="radio"/> Substantial Change to a Degree Program            |
| <input type="radio"/> New Area of Concentration                     | <input type="radio"/> Substantial Change to an Area of Concentration    |
| <input type="radio"/> New Degree Level Approval                     | <input type="radio"/> Substantial Change to a Certificate Program       |
| <input checked="" type="radio"/> <b>New Stand-Alone Certificate</b> | <input type="radio"/> Cooperative Degree Program                        |
| <input type="radio"/> Off Campus Program                            | <input type="radio"/> Offer Program at Regional Higher Education Center |

Payment <input checked="" type="radio"/> Yes	Payment <input type="radio"/> R*STARS	Payment	Date
Submitted: <input type="radio"/> No	Type: <input checked="" type="radio"/> Check	Amount: \$250.00	Submitted: 3/12/19

Department Proposing Program	Arts and Sciences - Social and Behavioral Sciences		
Degree Level and Degree Type	LDC		
Title of Proposed Program	Addictions		
Total Number of Credits	16		
Suggested Codes	HEGIS:	CIP: 51.1501	
Program Modality	<input type="radio"/> On-campus	<input type="radio"/> Distance Education ( <i>fully online</i> )	<input checked="" type="radio"/> Both
Program Resources	<input type="radio"/> Using Existing Resources	<input type="radio"/> Requiring New Resources	
Projected Implementation Date	<input checked="" type="radio"/> Fall	<input type="radio"/> Spring	<input type="radio"/> Summer
Provide Link to Most Recent Academic Catalog	URL: <a href="https://allegany.edu/x458.xml">https://allegany.edu/x458.xml</a>		
Preferred Contact for this Proposal	Name:	Dr. William R. Rocks	
	Title:	Dean, Career Education	
	Phone:	(301) 784-5567	
	Email:	brocks@allegany.edu	
President/Chief Executive	Type Name:	Dr. Cynthia S. Bambara	
	Signature:	<i>Cynthia S. Bambara</i>	Date: 03/12/2019
	Date of Approval/Endorsement by Governing Board:		

Revised 12/2018



## Cover Sheet for In-State Institutions Non-substantial Modification to Existing Program

Institution Submitting Proposal	Allegany College of Maryland
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*Each action below requires a separate proposal and cover sheet.*

- |  |   |
|--|---|
| <input type="radio"/> Articulation Agreement                                       | <input type="radio"/> CIP Code Change   |
| <input type="radio"/> New Certificate Program within Existing                      | <input type="radio"/> Closed Site Approval  |
| <input type="radio"/> Non-substantial Modification to Existing Program             | <input type="radio"/> Discontinue Program   |
| <input type="radio"/> Non-substantial Modification to Existing Certificate Program | <input type="radio"/> Suspend Program   |
| <input type="radio"/> Change in Program Modality                                   | <input type="radio"/> Reactivate Program  |
| <input type="radio"/> Title Change   | <input checked="" type="radio"/> <b>Statewide and Health Manpower Designation</b> |

Payment Submitted: <input checked="" type="radio"/> Yes <input type="radio"/> No	Payment Type: <input type="radio"/> R*STARS <input checked="" type="radio"/> Check	Payment Amount: 250.00	Date Submitted: 03/12/2019
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Department Proposing Program	Arts and Sciences/Social and Behavioral Sciences			
Degree Level and Degree Type	LDC			
Current Title of Proposed Program	Addictions			
Total Number of Credits	16			
Current Codes	HEGIS:	CIP: 51.1501		
Program Modality	Current:	<input type="radio"/> On-campus	<input type="radio"/> Distance Education ( <i>fully online</i> )	<input type="radio"/> Both
	Proposed:	<input type="radio"/> On-campus	<input type="radio"/> Distance Education ( <i>fully online</i> )	<input checked="" type="radio"/> Both
Program Resources	<input checked="" type="radio"/> Using Existing Resources	<input type="radio"/> Requiring New Resources		
Projected Implementation Date	<input checked="" type="radio"/> Fall	<input type="radio"/> Spring	<input type="radio"/> Summer	Year: 2019
Provide Link to Most Recent Academic Catalog	URL: <a href="https://allegany.edu/x458.xml">https://allegany.edu/x458.xml</a>			
Preferred Contact for this Proposal	Name: Dr. William R. Rocks			
	Title: Dean, Career Education			
	Phone: (301) 784-5567			
	Email: <a href="mailto:brocks@allegany.edu">brocks@allegany.edu</a>			
President/Chief Executive	Type Name: Dr. Cynthia S. Bambara			
	Signature:	<i>Cynthia S. Bambara</i>		Date: 03/12/2019

Revised 12/2018



**ALLEGANY COLLEGE**  
of MARYLAND

March 12, 2019

Dr. James D. Fielder, Jr.  
Secretary of Higher Education  
Maryland Higher Education Commission  
6 North Liberty Street  
Baltimore, Maryland 21201

Dear Dr. Fielder,

This is a consolidated action letter requesting approval for the deletion of two programs, suspension of a program, two program name changes, one proposal for an increase in credit hours for a long-standing associate degree program and three new lower division certificates that have been approved by the faculty and staff of Allegany College of Maryland and the Board of Trustees. The effective date will be Fall Semester, 2019.

**Deletion of Office Technologies AAS and LDC 52.0401 (Fee - \$100.00)**

Currently the Office Technologies AAS degree and LDC has been suspended for two years with no vision to reactivate or revise the curriculum. Two new associate degree programs were developed and approved by MHEC in 2017 which replaced the two options for Administrative Legal and Administrative Medical Assistant. The program advisory committee suggested that Office Technologies is not the current career degree and recommended that two separate degrees should be offered to meet the needs in the community. During the time of suspension, all students that were in the pipeline to graduate either graduated or switched their curriculum to our new degrees which are Paralegal and Medical Administrative Assistant.

At this time, the college is notifying you in writing of its decision to discontinue the Office Technologies AAS and LDC degree program.

**Deletion of Professional Golf Management AOC 52.0904 and LDC 52.0901 (Fee - \$100.00)**

Currently the Professional Golf Management LDC has been suspended for two years with no vision to reactivate or revise the curriculum. During the time of suspension, all students that were in the pipeline to graduate either graduated or switched their curriculum to the Hospitality Management AAS degree.

At this time, the college is notifying you in writing of its decision to discontinue the Professional Golf Management LDC and the Professional Golf Management AOC in the Hospitality Management AAS degree program.

**Suspension of the Radiologic Technology AAS Program 51.0907 (Fee - \$50.00)**

We are requesting the suspension of the Radiologic Tech program for up to three years due to the loss of JRCERT Accreditation. Since graduates from a Radiologic Tech program in Maryland need to be accredited by JRCERT to receive a license, the program will be suspended so the College can develop a timeline to determine if there is a need to reaccredit the program.

**Program Title Change Paralegal to Legal Studies AAS and LDC 22.0302 (Fee - \$100.00)**

Currently, MHEC has the name of the degree for the Paralegal AAS and LDC programs as Paralegal. The faculty and staff have approved the name change of the AAS and LDC programs to Legal Studies in order to enhance the transferability of the programs. The program requirements for the AAS degree and the LDC has not changed.

**Program Title Change Health Promotion AOC to Exercise Science AOC 24.0101 (Fee - \$50.00)**

Currently, MHEC has the name of the AS degree (AOC) as Health Promotion and the faculty and staff have approved the name change to Exercise Science (AOC) in order to enhance the transferability of the program. The program requirements for the AS degree has not changed.

**Increase in Program Credit Hours for Graduation for Human Service Program 51.1502 (Fee - \$250.00)**

The State of Maryland has declared the critical opioid crisis a priority for service and intervention at the local and county level. The Human Service program responds to workforce needs in the helping profession. Currently the opioid crisis in Western Maryland requires that all helping professionals have competencies in addiction treatment and service delivery.

There is increased demand by area employers for associate level degree graduates who are eligible for Maryland State licensing as addictions counselors. In 2013 the Maryland State Licensing Board for Addictions counselors revised their licensing requirements for associate degree addictions counselors. Prior to that time, our curriculum was aligned with these requirements. However, as a result of the State changes we are proposing a revision in our curriculum requirements.

In a separate curriculum proposal, we are creating a Certificate in Addictions. This Program Revision Proposal aligns with the Certificate in Addictions we are proposing to MHEC.

Due to changes in financial aid, students can no longer take electives outside of their Program. By changing our curriculum requirements, we can insure students can have financial aid coverage for coursework that is essential to their career success and which meets workforce demands.

The additional six credits to be added to the Human Service program (currently 64 credits to 70 credits) include two three credit courses which are current courses in the Psychology department:

Psychology 289 – Ethics for the Addictions Counselor and the choice of either  
Psychology 286 – Drugs and Human Behavior or  
Psychology 287 – Addictions Treatment Delivery

### **New Lower Division Certificates**

#### **Medical Scribe Specialist 51.0801 (Fee - \$250.00)**

Medical scribes are being used in all areas of healthcare – physician offices, emergency rooms, and in the hospital settings. Research has shown that when medical scribes are used there is an increase in productivity, patient satisfaction, and revenue since the practitioner is spending more quality time with the patient and is not focused on the computer.

We have been fielding many calls from physician offices in Allegany and Garrett County needing to fill medical scribe positions. Additionally, there are many job postings for medical scribes in the tristate area. Currently, many of these offices are hiring medical assistants and then training them to perform the scribe skills. If our Medical Assistant graduates want to earn the CMS (certified medical scribe) credential, they will only need to take three medical scribe courses to earn this certificate and sit for the CMS national exam. This will earn the graduate a new stackable credential and make them more employable in the workforce.

The employer surveys from our recent graduates have provided feedback from our physician practices that they would like the college to offer courses in Medical Scribe so our Medical Assistants are able to function in multiple roles in the office. In our PAC (Program Advisory Committee) meetings, they have echoed the request from our employer surveys.

#### **Phlebotomy/Laboratory Assistant 51.0802 (Fee - \$250.00)**

This program is a drastic revision of a program that has existed at Allegany College for many years. The original program was housed in Continuing Education and was moved to the credit side as a Phlebotomy/EKG Technician program and was offered as a one semester certificate program. The program was never accredited or ever sought accreditation. The program did not include sufficient clinical experience to meet the requirements for clinical laboratory industry recognized accreditation and certification in phlebotomy. This program is currently suspended in order to develop a new version of the program which includes removing the EKG skill training and the addition of skill training in coding and laboratory procedures.

The new proposed program will be under the direction of ACM's Medical Laboratory Technology (MLT) program and will be coordinated in collaboration with the ACM Medical Assistant and Medical Administrative Assistant programs. An innovative and shared program curriculum is being proposed. The proposed program will be a one-year LDC with 31 credit hours.

The MLT program will seek to have this program accredited as an approved Phlebotomy program through NAACLS (National Accreditation Agency for Clinical Laboratory Science). Approval is the analogous term used for accreditation for the NAACLS certificate programs. The key requirement which must be added to

the former ACM phlebotomy program curriculum sequence in order to be accredited through NAACLS is 100 clock hours of clinical training and 100 documented successful collections.

**Addictions Certificate 51.1501 (Fee - \$250.00)**

Maryland State requirements for licensure as addictions counselors changed in 2013 which has made the Addictions LOR invalid and therefore, this Addictions Certificate will provide ACM students planning to work as addiction counselors with financial aid for the required coursework. Regional employment opportunities for addiction counselors have increased due to the opioid crisis. This certificate addresses the workforce needs of our community and the certification/licensure needs of our graduates.

In conclusion, Allegany College of Maryland is requesting:

1. *Deletion* of the Office Technologies Program AAS and LDC, Professional Golf Management LDC and Professional Golf Management AOC from our Academic Program Inventory,
2. *Suspension* of the Radiologic Technology Program,
3. *Approval* of the name change of our Paralegal AAS and LDC to Legal Studies and Health Promotion (AOC) to Exercise Science (AOC),
4. *Approval* of three LDC – Medical Scribe Specialist, Phlebotomy/ Laboratory Assistant and Addictions Certificate, and the
5. *Approval* of the three LDC's as Health Manpower Shortage programs. (Fee - \$750.00)

Attached to this letter is the appropriate paperwork required by MHEC to approve new LDC programs.

Thank you for your continued assistance, and if you have any questions about any of these proposals, please do not hesitate to contact us.

Sincerely,



Dr. Cynthia S. Bambara  
President

cc: Dr. Emily A.A. Dow  
Dr. Kurt Hoffman, Senior Vice President, Instructional and Student Services  
Dr. William R. Rocks, Dean, Career Education



ALLEGANY COLLEGE  
of MARYLAND

April 3, 2019

Dr. James D. Fielder, Jr.  
Secretary of Higher Education  
Maryland Higher Education Commission  
6 North Liberty Street  
Baltimore, Maryland 21201

Dear Dr. Fielder,

This is an action letter requesting approval for Health Manpower Shortage designation for the proposed Addictions Certificate Program (LDC).

The purpose for requesting this designation is that the Addictions Certificate is directly correlated with the College's Human Services Program. The Human Services Program is already designated as a Health Manpower Shortage Program. The proposed change in the Human Services program includes adding 6 credits of addiction counseling coursework from the Addictions Certificate.

At Allegany College of Maryland, we are developing stackable credentials for our students. Students graduating in Human Services can add the additional courses in the Addictions Certificate and obtain the certificate which addresses the workforce needs of our community and the certification/licensure needs of the graduates.

Thank you for your continued assistance, and if you have any questions about any of these proposals, please do not hesitate to contact us.

Sincerely,

Dr. Cynthia S. Bambara  
President

cc: Dr. Emily A.A. Dow  
Dr. Kurt Hoffman, Senior Vice President, Instructional and Student Services  
Dr. William R. Rocks, Dean, Career Education

# Academic Program Proposals

## A. Centrality to Institutional Mission and Planning Priorities:

### 1. Provide a description of the program, including each area of concentration (if applicable), and how it relates to the institution's approved mission.

1. The Addictions Certificate provides students with knowledge that is essential for the field of addictions. When combined with other requirements of the Maryland State Addictions Licensing Board, these courses will also meet the required addictions specific courses for the Maryland Addictions Counselor Certification. The Addictions Certificate is intended primarily for students enrolled in Allegany College of Maryland's Human Service Associate degree program or another Maryland State-approved addictions preparation degree. Students interested in a career in addictions counseling should refer to the Human Service Associate Degree program for a description of this curriculum or consult with the Advising Center for other options. However, while the Certificate courses are open to anyone who would like to enhance their resume or career portfolio or to individuals with an interest in addictions, the Certificate courses alone will not enable an individual to sit for the associate level Maryland State Addictions Counselor Certification Exam. Sixteen credits (four courses) are required to complete the certificate and all courses must be passed with a grade of "C" or better.

### 2. Explain how the proposed program supports the institution's strategic goals and provide evidence that affirms it is an institutional priority.

#### **Institutional Priority One- Student Success and Access**

Allegany College of Maryland develops and delivers quality academic offerings, services, and activities that are accessible and achievable to help students achieve their goals.

#### **Strategic Goals 2015-2020 (revised September, 2016)**

1. Increase Enrollment
2. Foster a learner-centered culture throughout the college
3. Enhance quality instruction, academic support and student services for all delivery methods.

The Addictions Certificate will continue to meet Priority One because the program will help students prepare to work in the field of addictions. The certificate program will include both didactic and experiential learning which will create a learner centered environment.

#### **Institutional Priority Three: Community**

Allegany College of Maryland collaborates with community agencies to enhance student Opportunities, enhance learning, and contribute to workforce development in our area.



There is a need in our community for addictions counselors due to the opioid epidemic in Allegany County.

**Strategic Goals 2015-2020 (revised September, 2016)**

1. Expand educational, governmental, and community partnerships and strengthen educational solutions for local economic and social issues.
2. Support service and civic engagement of students, faculty, and staff.
3. Collaborate with ACM affiliated foundations to enhance community relations, institutional advancement, and student access.

The Addictions Certificate will provide students with the opportunity to obtain the specific courses required for certification as an addictions counselor in the State of Maryland. As the opioid epidemic continues to rise in our area, there is a dire need for individual's to work in this field. We have received continuous feedback from the Human Service Program Advisory Committee that students interested in a helping profession would benefit from education on addiction issues.

**3. Provide a brief narrative of how the proposed program will be adequately funded for at least the first five years of program implementation. (Additional related information is required in section L.**

- No additional funding will be required. The certificate program will utilize existing faculty with addiction certification as adjuncts.

**4. Provide a description of the institution's a commitment to:**

- a) ongoing administrative, financial, and technical support of the proposed program
  - The Addictions Certificate will not require any additional staff or administration.
  - The Dean of Career programs, Instructional Student Affairs Office, Faculty, and Staff are fully in support of the Addictions Certificate
- b) continuation of the program for a period of time sufficient to allow enrolled students to complete the program.
  - The Addictions Certificate will follow ACM's program review policy which will determine whether we continue or discontinue the certificate program. However, with the opioid epidemic in our area, we strongly believe that the need for this certificate will continue to increase.

**B. Critical and Compelling Regional or Statewide Need as Identified in the State Plan:**

**1. Demonstrate demand and need for the program in terms of meeting present and future needs of the region and the State in general based on one or more of the following:**

**a) The need for the advancement and evolution of knowledge:**

- As previously stated, the Addictions Certificate is being offered to assist students in meeting the academic requirements for the Maryland Board of Professional Counselors. The certificate in addition to the approved degree will increase students' eligibility to take the Alcohol and Drug Certification (ADC) exam.

**2. The certificate addresses the workforce needs of our community and the certification/licensure needs of our graduates.**

- In researching the United States Department of Labor Bureau of Labor Statistics site, Employment of substance abuse, behavioral disorder, and mental health counselors is projected to grow 23 % from 2016 to 2026. The site indicated that this is much faster than the average for all occupations. According to the Bureau, this employment growth is expected as people continue to seek addiction and mental health counseling.

**b) For Societal needs, including expanding educational opportunities and choices for minority and educationally disadvantaged students at institutions of higher education**

- Societal Needs: The need for addictions counselors in Allegany County Continues to grow as a result of the opiate epidemic in our county. **The Maryland Department of Health and Mental Hygiene** reported that during a six-month period (January through June of 2018) in the State of Maryland, there were 1,325 total unintentional intoxication deaths, a 12 percent increase over the same period in 2017. Of these, 1,185 were opioid-related deaths in the state, including 1,038 fentanyl-related deaths. Increases were also reported in fentanyl overdoses and cocaine related deaths. Cocaine related deaths were reported to have increased at 47%. [www.prescribichange.org](http://www.prescribichange.org) reports that there were 38 addiction related deaths in Allegany County in 2017. Data for 2018 is incomplete at this time.

**c). The need to strengthen and expand the capacity of historically black institutions to provide high quality and unique educational programs:**

- None of the historically black institutions in the state of Maryland are located in Western Maryland and this program therefore will not be competing with similar programs in those institutions.

**2. Provide evidence that the perceived need is consistent with the [Maryland State Plan for Postsecondary Education](#).**

- IP 3-Community. ACM leads and collaborates with business, educational, non-profit and governmental agencies to enhance student opportunities and contribute to workforce development for the region and the global economy.
- As the opioid crisis continues to impact our community, the demand for Certified Addictions Counselors will continue to increase. The certificate program will enable to students to take addiction specific courses that, with a Board approved degree and internship, will allow students to apply to be an Associate level certified counselor.

**C. Quantifiable and Reliable Evidence and Documentation of Market Supply and Demand in the Region and State:**

**1. Describe potential industry or industries, employment opportunities, and expected level of entry (ex: mid-level management) for graduates of the proposed program.**

The United States Department of Labor Bureau of Labor Statistics site, predicts that the employment of substance abuse, behavioral disorder, and mental health counselors will grow 23 % from 2016 to 2026.

**2. Present data and analysis projecting market demand and the availability of openings in a job market to be served by the new program.**

There are a number of graduates who are working as Alcohol and Drug Trainees in Allegany County substance abuse treatment centers. These employees will have the opportunity to participate in the certificate program to help meet the requirements for addiction certification through the Board of Professional Counselors. In addition, it will also provide opportunities for new graduates to be hired by addictions agencies.

**3. Discuss and provide evidence of market surveys that clearly provide quantifiable and reliable data on the educational and training needs and the anticipated number of vacancies expected over the next 5 years.**

The United States Department of Labor Bureau of Labor Statistics site, predicts that the employment of substance abuse, behavioral disorder, and mental health counselors will grow 23 % from 2016 to 2026

**4. Provide data showing the current and projected supply of prospective graduates.**

We have begun to collect data in the past year of those who apply to the Human Service program with an interest in Addictions as well as those who graduate and are employed in addictions within 6 months of graduation. Based on the students enrolled in the Interdisciplinary Studies in Human Sociology (a pre-requisite class for the Human service program), 40% plan on applying this semester to our Human Service Associate degree and state an interest in becoming an addictions counselor.

In addition, given the demand on local agencies to hire qualified addictions staff and the difficulty finding qualified staff, ACM has significantly increased its marketing in the community to attract students with that career interest to the Human Service Program and that we have seen results.

Currently, addictions services is one of the #1 career area identified by prospective students to the Human Service program.

Local newspaper journalist Brian White reported that Governor Hogan's "budget plan contains about \$248 million for prevention and treatment of drug addiction, about a 20% increase over the amount in the last budget to battle drug addiction." White, B., Gov. Hogan discusses \$46.6B budget plan (2019, January 18). *The Cumberland Times News*, p. 4A).

**D. Reasonableness of Program Duplication:**

**1. Identify similar programs in the State and/or same geographical area. Discuss similarities and differences between the proposed program and others in the same degree to be awarded.**

For over 40 years, The Human Service Program has been providing the educational requirements for students to become addiction counselors. This Certificate enhances what we have been doing and provides documentation of completion. The Addictions Certificate at Allegany College of Maryland located in Allegany County would allow students to take addiction specific courses that would be in addition to a degree in psychology or human services. This provides the opportunity for students to work in Addiction agencies or to apply their degree to other career interests.

Garrett Community College located in Garrett County Maryland has recently begun an Associate Degree program in Addictions Counseling. This degree program provides students with the opportunity to take courses required for addiction counselor certification in the State of Maryland.

Due to the opioid epidemic, there is a need for both programs and would provide students in both Allegany and Garrett Counties the opportunity to work in this field.

**2. Provide justification for the proposed program.**

- Maryland State requirements for licensure as addictions counselors changed in 2013 which has made the Addictions LOR invalid.
- An Addictions Certificate will provide ACM students planning to work as addiction counselors with financial aid for the required courses.
- Regional employment opportunities for addiction counselors have increased due to the opioid crisis.

**E. Relevance to High-demand Programs at Historically Black Institutions (HBIs)**

**1. Discuss the program's potential impact on the implementation or maintenance of high-demand programs at HBI's.**

- None of the historically black institutions in the state of Maryland are located in Western Maryland and this program therefore will not be competing with similar programs in those institutions.

**F. Relevance to the identity of Historically Black Institutions (HBIs)**

**1. Discuss the program's potential impact on the uniqueness and institutional identities and missions of HBIs.**

- None of the historically black institutions in the state of Maryland are located in Western Maryland and this program therefore will not be competing with similar programs in those institutions.

**G. Adequacy of Curriculum Design, Program Modality, and Related Learning Outcomes (as outlined in COMAR 13B.02.03.10):**

**1. Describe how the proposed program was established, and also describe the faculty who will oversee the program.**

- This certificate was established due to the 2013 changes in the Maryland State requirements for licensure as addictions counselors which has made the Addictions LOR invalid.
- An Addictions Certificate will provide ACM students planning to work as addiction counselors with financial aid for the required courses
- Regional employment opportunities for addiction counselors have increased due to the opioid crisis.
- Faculty Members: The Addictions Certificate courses will be taught by faculty members who are licensed addiction professional through the Maryland Board of Professional Counselors.

**Student Learning Outcomes:**

- Develop basic knowledge, attitudes, skills, and ethical values needed to work in the field of addictions.
- Provide the foundation for further education or training in the field of addictions.
- Prepare graduates to meet the Maryland State requirements for certification as a Certified Supervised Counselor/AD.

**Describe educational objectives and learning outcomes appropriate to the rigor, breadth, and (modality) of the program.**

The certificate program will be designed to provide students with the knowledge and competencies required to work as an addictions counselor in the state of Maryland. In addition, these courses will provide students with the information needed to successfully complete the Alcohol and Drug Certification exam (ADC).

2. Explain how the institution will:
  - a) provide for assessment of student achievement of learning outcomes in the program.
    - Data is collected at the end of each semester that assesses student learning outcomes in identified courses/content. This information is then provided to the institutions assessment committee when the program is up for review.
  - b) document student achievement of learning outcomes in the program
    - Documentation follows the guidelines of the Program Assessment Committee.
4. Provide a list of courses with title, semester credit hours and course descriptions, along with a description of program requirements.

Credit Hours

**Summer:**

Psychology 101	
(Introduction to Psychology).....	3
Psychology 289	
(Ethics for the Addictions Counselor) .....	3

Total:        6

**1st Semester:**

Psychology 286	
(Drugs and Human Behavior).....	3
Psychology 205	
(Introduction to Abnormal Psychology).....	3

Total: 6

**2<sup>nd</sup> Semester**

Psychology 287

(Addictions Treatment and Delivery) .....3

Integrative Health 101

(Mind Body Skills for Health and Healing) .....1

\_\_\_\_\_  
Total : 4

\_\_\_\_\_  
Total Credit Hours: 16

**Program requirements:** The requirements for the Addictions Certificate will be sixteen credits (four courses) to complete the certificate and all courses must be passed with a grade of “C” or better.

**3. Discuss how general education requirements will be met, if applicable.**

<b><u>Gen. Ed. Goal</u></b>	<b><u>Competency</u></b>
Personal and Civic Responsibilities	Demonstrate professionalism standards in the classroom and utilize well ness and self- care to insure health and classroom performance
Written and Oral Communication	Practice written documentation of ethical issues and the decision making process. Maintain confidentiality and demonstrate respect for classmates, professors, and guest speakers
Information Literacy	Apply knowledge gained from lecture, the textbook, and professional resources to problem solve ethical issues.
Critical Analysis and Reasoning	Apply critical thinking skills to class examples and case studies.
Technological Competency	Achieve competency in the use of computers, internet, and the Blackboard system to access course materials and other relevant professional information.

**5. Identify any specialized accreditation or graduate certification requirements for this program and its students.**

- There are not any specialized accreditation or graduate certification requirements for this program and its students.
- 6. If contracting with another institution or non-collegiate organization, provide a copy of the written contract.**
- None
- 7. Provide assurance and any appropriate evidence that the proposed program will provide students with clear, complete, and timely information on the curriculum, course and degree requirements, nature of faculty/student interaction, assumptions about technology competence and skills, technical equipment requirements, learning management system, availability of academic support services and financial aid resources, and costs and payment policies.**
- The certification in Addictions Certificate program will provide students with students clear, complete, and timely information on the curriculum, course and degree requirements, nature of faculty/student interaction, assumptions about technology competence and skills, technical equipment requirements, learning management system, availability of academic support services and financial aid resources, and costs and payment policies through the ACM website and course catalog.
- 8. Provide assurance and any appropriate evidence that advertising, recruiting, and admissions materials will clearly and accurately represent the proposed program and the services available.**
- The proposed program will receive advertising through our marketing department, use of information rack cards, faculty attendance at annual open houses and college fairs.

#### **H. Adequacy of Articulation**

- 1. If applicable, discuss how the program supports articulation with programs at partner institutions. Provide all relevant articulation agreements.**
- Courses are designed to equate to Frostburg State University classes and are accepted by FSU as part of their Addictions specialization in the Psychology department.

#### **I. Adequacy of Faculty Resources** (as outlined in COMAR 13B.02.03.11).

- 1. Provide a brief narrative demonstrating the quality of program faculty. Include a summary list of faculty with appointment type, terminal degree title and field, academic title/rank, status (full-time, part-time, adjunct) and the course(s) each faculty member will teach (in this program).**



- Annette Clark  
Master of Science (M.S): Human Service  
Licensed Clinical Alcohol and Drug Counselor  
Human Services, Clinical Coordinator/Assistant Professor/Full Time  
Ethics in Addictions Counseling and Drugs and Human Behavior
- Scott K. Golub  
Master of Science (M.S.): Correctional Administration and Treatment  
Licensed Independent Chemical Dependency Counselor (LICDC): Addictions  
Treatment Delivery  
Assistant Professor/Full-Time Faculty
- Cherie Snyder, Master of Social Work (MSW)  
Human Service and Integrative Health Program Director  
Integrative Health 101  
Full Professor/Full Time
- Psychology 101: Faculty assigned will be FT/PT based on availability and will have a Minimum of a Master's Degree.
- Psychology 205: Faculty assigned will be FT/PT based on availability and will have a Minimum of a Master's Degree.

**2. Demonstrate how the institution will provide ongoing pedagogy training for faculty in evidenced-based best practices, including training in:**

**a) Pedagogy that meets the needs of the students**

- Faculty development includes opportunities to enhance learning through participating in the Teaching and Learning Community which aids faculty in developing learner centered teaching approaches and Teaching/Learning Day. In addition, the college offers flexible learning for students through offering blended and online courses.

**b) The learning management system**

- Currently students are using Blackboard as their learning management system however, the college is planning to switch to 2DL for more enhanced and interacting student learning.

**c) Evidenced-based best practices for distance education, if distance education is offered**

- If the decision is made to offer Distance Education for this course it will meet quality assurance requirements in design, development, and continuous improvement of the online course as required in ACM's *eCourse Policy*.
- Specialized training is also required for faculty members before a course can be offered online or with blended instruction.

**J. Adequacy of Library Resources** (as outlined in COMAR 13B.02.03.12).

**1. Describe the library resources available and/or the measures to be taken to ensure resources are adequate to support the proposed program.**

- The implementation of this program does not require any new courses and the current library offers resources that meet the needs of the program and are consistent with the COMAR regulation. The students have access to both on-site and internet resources.

**K. Adequacy of Physical Facilities, Infrastructure and Instructional Equipment** (as outlined in COMAR 13B.02.03.13)

**1. Provide an assurance that physical facilities, infrastructure and instructional equipment are adequate to initiate the program, particularly as related to spaces for classrooms, staff and faculty offices, and laboratories for studies in the technologies and sciences.**

- As previously noted, this certificate program does not require any new courses and therefore the current facilities, infrastructure, and instructional equipment are appropriate.

**2. Provide assurance and any appropriate evidence that the institution will ensure students enrolled in and faculty teaching in distance education will have adequate access to:**

**a) An institutional electronic mailing system and Blackboard:**

- Due to this program not requiring any additional courses, faculty, or equipment, the current electronic mailing system and Blackboard will meet the needs of the students.

**d) A learning management system that provides the necessary technological support for distance education**

- As mentioned above, due to this program not requiring any additional courses, faculty, or equipment, the current electronic mailing system and Blackboard will meet the needs of the students.

**L. Adequacy of Financial Resources with Documentation** (as outlined in COMAR 13B.02.03.14)

1. Complete [Table 1: Resources and Narrative Rationale](#). Provide finance data for the first five years of program implementation. Enter figures into each cell and provide a total for each year. Also provide a narrative rationale for each resource category. If resources have been or will be reallocated to support the proposed program, briefly discuss the sources of those funds.

**TABLE 1: PROGRAM RESOURCES**

Resource Categories	Year 1	Year 2	Year 3	Year 4	Year 5
Reallocated Funds	0	0	0	0	0
Tuition/Fee Revenue (c+g below)	15,587	23,835	28,356	28,922	37,920
a. Number of F/T students	3	5	6	6	8
b. Annual Tuition/Fee Rate	3,889	3,967	4,046	4,127	4,210
c. Total F/T Revenue (a x b)	11,667	19,835	24,276	24,762	33,680
d. Number of P/T students	1	1	2	2	2
e. Credit Hour Rate	245	250	255	260	265
f. Annual Credit Hour Rate	16	16	16	16	16
g. Total P/T Revenue (d x e x f)	3,920	4,000	4,080	4,160	4,240
Grants, Contracts, & Other External Sources	0	0	0	0	0
Other Sources	0	0	0	0	0
TOTAL (Add 1-4)	15,587	23,835	28,356	28,922	37,920

2. Complete [Table 2: Program Expenditures and Narrative Rationale](#). Provide finance data for the first five years of program implementation. Enter figures into each cell and provide a total for each year. Also provide a narrative rationale for each expenditure category.

**TABLE 2: PROGRAM EXPENDITURES**

Expenditure Categories	Year 1	Year 2	Year 3	Year 4	Year 5
1. Faculty (b+C below)	0	0	0	0	0
a. Number of FTE	0.00	0.00	0.00	0.00	0.00
b. Total Salary	0	0	0	0	0
c. Total Benefits	0	0	0	0	0
2. Admin. Staff (b + C below)	0	0	0	0	0
a. Number of FTE	0.00	0.00	0.00	0.00	0.00
b. Total Salary	0	0	0	0	0
c. Total Benefits	0	0	0	0	0
3. Support Staff (b + c below)	0	0	0	0	0
a. Number of FTE	0.00	0.00	0.00	0.00	0.00
b. Total Salary	0	0	0	0	0
c. Total Benefits	0	0	0	0	0

4. Technical Support and Equipment	0	0	0	0	0
5. Library	0	0	0	0	0
6. New or Renovated Space	0	0	0	0	0
7. Other Expenses	0	0	0	0	0
8.TOTAL (Add 1-7)	0	0	0	0	0

**M. Adequacy of Provisions for Evaluation of Program (as outlined in COMAR 13B.02.03.15).**

**1. Discuss procedures for evaluating courses, faculty and student learning outcomes.**

- The Addictions Certificate will follow our program review policy which will determine whether we continue or discontinue the certificate program. However, with the opioid epidemic in our area, we strongly believe that the need for this certificate in addition to the approved Maryland Board of Professional Counselor Degree Programs will be in demand.
- The use of student success/completion rates, student and instructor feedback will also be used to evaluate the program, faculty, and learning outcomes.
- The coursework, requirements, and learning outcomes have been designed to meet the regulations for certification through the Maryland Board of Professional Counselors.

**3. Explain how the institution will evaluate the proposed program's educational effectiveness, including assessments of student learning outcomes, student retention, student and faculty satisfaction, and cost-effectiveness.**

- The institution will review data collected during their program review process that will determine the educational effectiveness of the program, student learning outcomes, and student/faculty satisfaction.

**N. Consistency with the State's Minority Student Achievement Goals (as outlined in COMAR 13B.02.03.05)**

**1. Discuss how the proposed program addresses minority student access & success, and the institution's cultural diversity goals and initiatives.**

- This program will not discriminate against students or prospective students for reasons of race, sex, religion, ethnicity, age, disability, or sexual orientation.
- This program will be open to anyone interested in addictions counseling and meets admission criteria for Allegany College of Maryland.

**O. Relationship to Low Productivity Programs Identified by the Commission:**

1. If the proposed program is directly related to an identified low productivity program, discuss how the fiscal resources (including faculty, administration, library resources and general operating expenses) may be redistributed to this program.

- Not Applicable

**P. Adequacy of Distance Education Programs (as outlined in COMAR 13B.02.03.22)**

1. Provide affirmation and any appropriate evidence that the institution is eligible to provide Distance Education.
2. Provide assurance and any appropriate evidence that the institution complies with the C-RAC guidelines, particularly as it relates to the proposed program.

- Not Applicable