

Low-Productivity Degree Program

Report 2001

December 2001

MARYLAND HIGHER EDUCATION COMMISSION

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Low-Productivity Degree Program Report 2001

December 2001

The Low-Productivity Degree Program Report 2001 is the second report using the new procedures adopted in 1999. The Report provides a list of academic degree programs that have been identified as low producing based on a single criterion of degree production. The programs are identified by the Maryland Higher Education Commission and forwarded to the public colleges and universities for response. Campuses are asked to review the identified programs to determine the continued viability of these programs, and report back to the Commission. Institutions may elect to use six exemption categories to maintain a program if sufficient justification can be provided. An institution may also exempt five low-producing liberal arts programs at the associate or baccalaureate levels.

Last year, the first year of the new program review process, the Low-Productivity Degree Program Report 2000 identified 168 programs, 81 at public community colleges and 87 at public four-year colleges and universities. In 2000, community colleges requested that 20 programs be discontinued, 49 programs were recommended for exemption, and 12 programs were to be maintained and reviewed in the coming year. The public four-year colleges and universities requested that 11 programs be discontinued, 59 be granted exemptions, and 17 be maintained and reviewed in the coming year.

In this Report 2001, 39 programs were identified, 20 at public community colleges and 19 at public four-year colleges and universities. The decrease in the number of programs identified was a direct result of the number of programs discontinued last year and the number of programs that were granted exemptions. Of the 20 programs identified this year for the community colleges, the institutions requested that 5 be discontinued, 8 were recommended for exemption, and 7 were to be maintained and reviewed again next year. The four-year institutions recommended 9 programs for exemption and 10 were to be maintained and reviewed in the coming year. Six of the 10 programs to be maintained are education related programs that are being reviewed in the context of the Teacher Education Redesign. No programs were recommended for discontinuation by the four-year institutions for 2001.

The Report 2001 is presented in two sections. The first section contains background material and a list of the programs identified and the recommended action for each program. The second section contains, in their entirety, each individual college and university response to the programs identified in this report.

Background

Senate Bill 682, enacted during the 1999 legislative session of the Maryland General Assembly, required that the Maryland Higher Education Commission and the governing boards of the public institutions of higher education jointly develop a definition and accepted criteria for determining low-productivity programs. Consistent with this mandate, representatives of the public sector of higher

education and the Commission jointly crafted a definition of what constituted low productivity programs and the criteria for identifying them.

The overarching philosophy, from the perspective of the Commission and the public colleges and universities, is that institutions of higher education are accountable to the taxpaying citizens of Maryland for an efficient and effective system of higher education. Concomitantly, college and universities need to continually re-examine their curricular offerings to determine program currency in the marketplace. One important measure of this assessment is through the examination of degree production over time.

Evaluation Criteria

A single criterion, degree production, was selected as the most appropriate method for determining low productivity. Commission staff identifies low-producing programs by compiling a three-year history of degrees conferred and identifies all degree programs that fall below the following parameters:

Associate degree programs must graduate five (5) students in the most recently reported year or a total of fifteen (15) students in the last three years.

Baccalaureate degree programs must graduate five (5) students in the most recently reported year or a total of fifteen (15) students in the last three years.

Masters degree programs must graduate two (2) students in the most recently reported year or a total of six (6) students in the last three years.

Doctoral degree programs must graduate one (1) student in the most recently reported year or a total of three (3) students in the last three years.

Exemption Categories

Liberal Arts Exemption: Each institution may request the exemption of five (5) low-demand liberal arts degree programs at the associate or baccalaureate degree level. The liberal arts exemption privilege is intended to address an institutional need to offer certain degree programs with low demand that are central to the institution's role and mission. Once identified by an institution, a degree program carries this designation until the governing board acts to remove it or supplants it with a new degree program.

In addition to the quantitative assessment based on degree production and the five institutional liberal arts program exceptions allowed to each institution, the Commission and public Colleges and Universities recognized six other exemption criteria categories that demonstrate program need and contribution to the institution and to the State of Maryland. The criteria for these potential exemptions include:

Access: This criterion requires an institution to demonstrate that other existing degree programs or educational delivery systems cannot meet the enrolled students' needs.

Appropriate Duplication: A comparative analysis that highlights the way a program serves a distinct group of students or fulfills a distinctly different set of program goals shall substantiate this factor.

Centrality to Mission: Based on compelling evidence, an institution may request an exemption from the governing board and the Commission that a degree program is critical to an institution fulfilling its approved mission. Assuming no change in mission, satisfying this criterion would exempt the program from further examination and review.

Contribution to Economic Development: As a result of its reputation, a degree program may attract external funds to the institution and/or state. A three-year cost-benefit analysis comparing program costs to external funds or other financial analysis shall document this factor.

Cost Factors: There may be course offerings which do not result in any additional costs to the institution. Examples of this are Master's degree programs which are in fact subsets of existing doctoral programs. In this situation, the Master's degree is infrequently awarded, and when awarded, it is conferred only on students who, for a variety of reasons, do not complete the requirements for the doctorate. Under this scenario, students are not recruited nor admitted into a Master's degree program, but typically are interested in, and apply for admission into, a doctoral degree program.

Other examples of programs with little or no costs to the campus are "Interdisciplinary" and "Multi-disciplinary" programs. In these situations, the coursework for the major or degree program is drawn exclusively from existing coursework so there are no additional costs to the college or university to offer these majors. Documentation from college catalogs and other official campus publications and announcements shall substantiate this factor.

Quality of Graduates: An institution would be expected to provide follow-up data from recent graduates showing career paths pursued in order to satisfy the governing board and the Commission that this exemption is justified.

Commission Identification of Degree Programs for Examination

The Commission will notify the governing boards of low-demand academic degree programs. Low demand is defined by as those programs that fail to meet the minimum degree production standards specified under the **Evaluation Criteria** section of this report. The group of degree programs will consist of those degree programs that are recognized in the Commission's active inventory of degree programs.

In February of each year, Commission staff will notify the governing boards of all degree programs that fail to meet the criteria specified in the evaluation criteria. Governing boards should discontinue degree programs that fail to meet the graduation criteria over a three-year period, unless compelling evidence exists that the program should continue. The exemption categories are presented in the **Evaluation Criteria** section of this report.

Governing Board Examination

The governing board shall examine the low-demand programs that have been identified as being below the specified productivity criteria over a three-year period. In keeping with the Commission's policy that allows institutions to maintain a minimum number of liberal arts degree programs without regard to degree production standards, each institution may exempt five low-demand associate or baccalaureate degree programs from discontinuance. The Commission intends for the liberal arts exemption privilege to address an institutional need to offer certain degree programs with low demand that are central to the institution's role and mission. This exemption applies only to associate and baccalaureate degree programs, and excludes any degree program that did not graduate at least one student in each of the past three years.

To invoke this exemption privilege, a governing board shall designate up to five associate or baccalaureate degree programs that are central to its role and mission. A degree program carries this designation until the governing board acts to remove it or supplants it with a new degree program. By July 1st of each year, the governing board shall identify to the Commission the low-demand degree programs it discontinued and those that it did not. If the governing board chooses not to discontinue a low-demand program, it shall provide the Commission with a summary of its position and the documentation that supports its position as specified in the **Evaluation Criteria** section of this report.

Commission Examination and Action

The Commission will review the low-demand degree programs that the governing board did not discontinue. It will not review the associate and baccalaureate degree programs the governing board designated under the exemption privilege.

For the programs not discontinued or exempted, the Commission staff will examine them within the context of the State Plan, the Maryland Charter, Commission policies, and the governing board rationale. Commission staff may request additional information from the governing board staff during the program evaluation.

Recommendations on programs to be maintained and on program discontinuances will be presented to the Education Policy Committee and to the full Commission. Governing Board members representing the degree programs under Commission review will have an opportunity to testify during the discussion.

Identified Degree Programs Summary Table

The Number of Degree Programs Identified for the Three-year Period Ending in 2000

<u>Institution</u>	<u>Associate</u>			
Allegany College of Maryland	2			
Anne Arundel Community College	0			
Baltimore City Community College	2			
Carroll Community College	0			
Cecil Community College	0			
Chesapeake College	2			
College of Southern Maryland	0			
Community College of Baltimore County	0			
Frederick Community College	4			
Garrett Community College	0			
Hagerstown Community College	2			
Harford Community College	1			
Howard Community College	2			
Montgomery College	3			
Prince George's Community College	1			
Wor-Wic Community College	<u>1</u>			
Subtotal	20			<u>20</u>
<u>Institution</u>	<u>Bachelor</u>	<u>Master</u>	<u>Doctorate</u>	<u>Subtotal</u>
Bowie State University	0	0	0	0
Coppin State College	1	0	0	1
Frostburg State University	1	0	0	1
Salisbury University	1	0	0	1
Towson University	0	0	0	0
University of Baltimore	0	0	0	0
University of Maryland, Baltimore	0	0	0	0
University of Maryland Baltimore County	0	0	0	0
University of Maryland, College Park	1	0	3	7
University of Maryland Eastern Shore	7	0	0	7
Morgan State University	2	3	0	5
St. Mary's College of Maryland	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	13	3	3	19
Total Programs Identified				<u><u>39</u></u>

Recommended Action Summary Table

<u>Institution</u>	<u>Number of Programs Identified</u>	<u>Recommended to be Discontinued</u>	<u>Recommended for Exemption</u>	<u>Other</u>
Allegany College of Maryland	2	1	1	0
Anne Arundel Community College	0	0	0	0
Baltimore City Community College	2	0	0	2
Carroll Community College	0	0	0	0
Cecil Community College	0	0	0	0
Chesapeake College	2	0	0	2
College of Southern Maryland	0	0	0	0
Community College of Baltimore County	0	0	0	0
Frederick Community College	4	1	3	0
Garrett Community College	0	0	0	0
Hagerstown Community College	2	1	0	1
Harford Community College	1	0	1	0
Howard Community College	2	0	0	2
Montgomery College	3	2	1	0
Prince George's Community College	1	0	1	0
Wor-Wic Community College	<u>1</u>	<u>0</u>	<u>1</u>	<u>0</u>
Subtotal	20	5	8	7
<u>Institution</u>				
Bowie State University	0	0	0	0
Coppin State College	1	0	1	0
Frostburg State University	1	0	1	0
Salisbury University	1	0	1	0
Towson University	0	0	0	0
University of Baltimore	0	0	0	0
University of Maryland, Baltimore	0	0	0	0
University of Maryland Baltimore County	0	0	0	0
University of Maryland, College Park	4	0	3	1
University of Maryland Eastern Shore	7	0	1	6
Morgan State University	5	0	2	3
St. Mary's College of Maryland	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	19	0	9	10
Total	39	5	17	17

Maryland Community Colleges

Allegany College of Maryland

PROGRAMS WITH LOW DEGREE PRODUCTION

<u>PROGRAMS</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>Recommended Action</u>
ASSOCIATE				
530601 AUTOMOTIVE TECH				<u>Cost Factors Exemption</u>
Enrollment	21	20	22	
Degrees/Awards	2	3	4	
531101 ELECTROMECHANICAL TECH				<u>Discontinuation</u>
Enrollment	7	2	2	
Degrees/Awards	4	5	0	

Baltimore City Community College

PROGRAMS WITH LOW DEGREE PRODUCTION

PROGRAMS	1998	1999	2000	Recommended Action
ASSOCIATE				
521501 RESPIRATORY CARE	<u>Program to be Maintained and Reviewed Next Year</u>			
Enrollment	11	15	8	
Degrees/Awards	0	7	4	
559901 LEGAL ASSISTANT	<u>Program to be Maintained and Reviewed Next Year</u>			
Enrollment	86	88	99	
Degrees/Awards	4	7	3	

Chesapeake College

PROGRAMS WITH LOW DEGREE PRODUCTION

<u>PROGRAMS</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>Recommended Action</u>
ASSOCIATE				
550501 CRIMINAL JUSTICE	<u>Program to be Maintained and Reviewed Next Year</u>			
Enrollment	49	49	40	
Degrees/Awards	3	6	4	
559901 PARALEGAL STUDIES	<u>Program to be Maintained and Reviewed Next Year</u>			
Enrollment	33	45	39	
Degrees/Awards	6	5	3	

Frederick Community College

PROGRAMS	1998	1999	2000	Recommended Action
ASSOCIATE				
530201 AVIATION MAINTENANCE TECH				<u>Access Exemption</u>
Enrollment	19	18	25	
Degrees/Awards	6	3	2	
531001 ELECTRONICS TECH				<u>Centrality to Mission Exemption</u>
Enrollment	101	101	55	
Degrees/Awards	3	5	3	
550602 PARK OPERATION & MGMT				<u>Discontinuation</u>
Enrollment	25	19	14	
Degrees/Awards	6	4	3	
559901 LEGAL ASSISTANT				<u>Centrality to Mission Exemption</u>
Enrollment	44	39	32	
Degrees/Awards	9	1	3	

Hagerstown Community College

PROGRAMS WITH LOW DEGREE PRODUCTION

PROGRAMS	1998	1999	2000	Recommended Action
ASSOCIATE				
500501 OFFICE TECHNOLOGY				<u>Discontinuation</u>
Enrollment	33	18	20	
Degrees/Awards	3	7	3	
529901 PARAMEDIC EMERGENCY SERVICES				<u>New Program, First Enroll Fall 2000</u>
Enrollment	0	0	14	
Degrees/Awards	2	0	3	

Harford Community College

PROGRAMS WITH LOW DEGREE PRODUCTION

<u>PROGRAMS</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>Recommended Action</u>
ASSOCIATE				
500201 ACCOUNTING				<u>Centrality to Mission Exemption</u>
Enrollment	65	53	50	
Degrees/Awards	3	5	4	

Howard Community College

PROGRAMS WITH LOW DEGREE PRODUCTION

<u>PROGRAMS</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>Recommended Action</u>
ASSOCIATE				
498001	COMPUTER SCIENCE TRANSFER	<u>Program to be Maintained and Reviewed Next Year</u>		
Enrollment	278	294	356	
Degrees/Awards	3	7	3	
530301	COMPUTER AIDED DESIGN TECH	<u>Program to be Maintained and Reviewed Next Year</u>		
Enrollment	39	34	31	
Degrees/Awards	3	5	1	

Montgomery College

PROGRAMS WITH LOW DEGREE PRODUCTION

PROGRAMS	1998	1999	2000	Recommended Action
ASSOCIATE				
519904 CONFIGURATION AND DATA MANAGEMENT				<u>Discontinuation</u>
Enrollment	6	0	0	
Degrees/Awards	0	0	0	
531001 ELECTRONICS				<u>Discontinuation</u>
Enrollment	78	67	74	
Degrees/Awards	0	5	1	
540701 BIOTECHNOLOGY LAB TECHNICIAN				<u>Centrality to Mission Exemption</u>
Enrollment	52	46	26	
Degrees/Awards	3	6	0	

Prince George's Community College

PROGRAMS WITH LOW DEGREE PRODUCTION

<u>PROGRAMS</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>Recommended Action</u>
ASSOCIATE				
491001 ARTS & SCIENCES TRANSFER				<u>Centrality to Mission Exemption</u>
Enrollment	324	324	271	
Degrees/Awards	3	0	2	

Wor-Wic Community College

PROGRAMS WITH LOW DEGREE PRODUCTION

<u>PROGRAMS</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>Recommended Action</u>
ASSOCIATE				
501001 HOTEL-MOTEL-REST MGMT				<u>Centrality to Mission Exemption</u>
Enrollment	43	29	32	
Degrees/Awards	7	5	2	

University System of Maryland Institutions

Coppin State College

PROGRAMS WITH LOW DEGREE PRODUCTION

<u>PROGRAMS</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>Recommended Action</u>
BACHELORS				
220500 HISTORY				<u>Liberal Arts Exemption #1</u>
Enrollment	29	24	31	
Degrees/Awards	5	5	4	

Frostburg State University

PROGRAMS	1998	1999	2000	<u>Recommended Action</u>
PROGRAMS	1998	1999	2000	
BACHELORS				
150901 PHILOSOPHY				<u>Liberal Arts Exemption #2</u>
Enrollment	10	9	10	
Degrees/Awards	3	5	1	

Salisbury University

PROGRAMS WITH LOW DEGREE PRODUCTION

<u>PROGRAMS</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>Recommended Action</u>
BACHELORS				
100500 MUSIC				<u>Centrality to Mission Exemption</u>
Enrollment	35	38	37	
Degrees/Awards	5	4	1	

University of Maryland, College Park

PROGRAMS WITH LOW DEGREE PRODUCTION

PROGRAMS	1998	1999	2000	Recommended Action
BACHELORS				
130601 NUTRITIONAL SCIENCE				<u>Access Exemption</u>
Enrollment	40	27	35	
Degrees/Awards	2	7	4	
DOCTORAL				
011300 FOOD SCIENCE				<u>Access Exemption</u>
Enrollment	6	6	8	
Degrees/Awards	1	0	0	
122000 HEARING & SPEECH SCIENCES				<u>Access Exemption</u>
Enrollment	6	7	7	
Degrees/Awards	1	0	0	
229902 POLICY SCIENCES				<u>Program to be Maintained</u>
Enrollment	19	19	24	
Degrees/Awards	1	1	0	

University of Maryland Eastern Shore

PROGRAMS WITH LOW DEGREE PRODUCTION

PROGRAMS	1998	1999	2000	Recommended Action
BACHELORS				
080304 ENGLISH EDUCATION	<u>Awaiting MHEC Decision Regarding Program Restructuring</u>			
Enrollment	26	24	21	
Degrees/Awards	2	9	0	
080307 SOCIAL SCIENCE EDUCATION	<u>Awaiting MHEC Decision Regarding Program Restructuring</u>			
Enrollment	18	22	18	
Degrees/Awards	2	0	4	
080310 BIOLOGICAL EDUCATION	<u>Awaiting MHEC Decision Regarding Program Restructuring</u>			
Enrollment	10	174	10	
Degrees/Awards	2	1	2	
080311 CHEMISTRY EDUCATION	<u>Awaiting MHEC Decision Regarding Program Restructuring</u>			
Enrollment	2	0	0	
Degrees/Awards	1	0	0	
083300 MATHEMATICS EDUCATION	<u>Awaiting MHEC Decision Regarding Program Restructuring</u>			
Enrollment	6	6	4	
Degrees/Awards	2	1	1	
083801 BUSINESS EDUCATION				<u>Access Exemption</u>
Enrollment	14	13	12	
Degrees/Awards	1	0	3	
089901 AGRICULTURE EDUCATION	<u>Awaiting MHEC Decision Regarding Program Restructuring</u>			
Enrollment	4	4	4	
Degrees/Awards	0	1	0	

Morgan State University

PROGRAMS WITH LOW DEGREE PRODUCTION

<u>PROGRAMS</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>Recommended Action</u>
BACHELORS				
100700 THEATER ARTS	<u>Program to be Maintained in Light of New Facilities</u>			
Enrollment	28	32	28	
Degrees/Awards	2	1	4	
220400 ECONOMICS	<u>Cost Factors Exemption</u>			
Enrollment	19	14	10	
Degrees/Awards	9	3	1	
MASTERS				
100500 MUSIC	<u>Program to be Maintained in Light of New Facilities</u>			
Enrollment	4	4	6	
Degrees/Awards	2	0	0	
220400 ECONOMICS	<u>Cost Factors Exemption</u>			
Enrollment	7	8	5	
Degrees/Awards	1	2	1	
221000 INTERNATIONAL STUDIES	<u>Program to be Maintained and Improved</u>			
Enrollment	15	15	16	
Degrees/Awards	1	1	1	

Individual Institutional Responses

The following section of the Report contains the individual institutional responses to the Low-Productivity Degree Program Report 2001 submitted to the Maryland Higher Education Commission.

Allegany College of Maryland

2001 Response

regarding

Low-Productivity Degree Programs



August 29, 2001

Dr. Michael J. Kiphart
Senior Education Policy Analyst
Maryland Higher Education Commission
16 Francis Street
Annapolis, MD 21401-1781

Dear Dr. Kiphart;

Please find enclosed a copy of the 2001 Low-Productivity Degree Program Report for Allegany College. This report explains the status of two programs (automotive technology and electromechanical technology).

If you need any additional information, please contact me at telephone (301) 784-5207 or e-mail trephann@ac.cc.md.us. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Rephann".

Terry Rephann
Director of Institutional Research

Enclosure

cc: Dr. Gene Hall, Vice President of Instructional Affairs

ALLEGANY COLLEGE LOW PRODUCTIVITY PROGRAM REPORT

AUTOMOTIVE TECHNOLOGY

The College offers two degree/certificate programs in Automotive Technology. The one-year certificate program is designed for students who wish to pursue careers as automotive service technicians. The course of study provides students with a basic knowledge of the field and the manipulative skills necessary to seek employment. The two-year AAS (Associate in Applied Science) program is designed to provide automotive training for those persons who desire some college education organized with a definite objective in mind. Ten of the Automotive Technology courses offered as part of the AAS program are also necessary for the Certificate program. Only four are unique to the two-year program. The remainder of the coursework is General Education. Therefore, the additional costs of offering a two-year certificate program are relatively small.

The number of graduates from both the AAS and Certificate programs have historically been relatively low compared to enrollment. In the nearly 30-year history of this program, there have been five or more graduates only nine times (in 1976, 1979, 1980, 1982, 1983, 1985, 1987, 1990, and 1997). A major reason for this result is the tendency for students to find employment before graduating. Many of the employment opportunities available in the automotive repair field are skills and certification based and formal degrees do not provide as much additional marketable value as they do for students studying in other fields. Therefore, many students discontinue their studies when they have acquired enough skills to find employment in the field.

Examining enrollment, graduation, and job-placement data for the program is instructive. In the fall 1999 semester, twenty-one students were enrolled in the Auto Technology AAS program. Of these twenty-one students, seven had graduated with AAS degrees by summer 2001. One student obtained a certificate degree. One student changed his curriculum to Computer Technology. Four students found employment in an auto-tech field without fulfilling graduation requirements. Therefore, most (61%) students had achieved the goal of either obtaining a degree or employment in the auto tech field.

ELECTROMECHANICAL TECHNOLOGY PROGRAM

This low enrollment program has been discontinued.

Baltimore City Community College

2001 Response

regarding

Low-Productivity Degree Programs

Baltimore City Community College
Response to
Maryland Higher Education Commission's
Low-Productivity Degree Program Report 2001

The two identified programs, Respiratory Care and Legal Assistant, have different circumstances for their recent low graduation rates.

Respiratory Care

The Respiratory Care program began anew in the Fall of 1997 after the program had been closed for a year to revise curriculum and make overall improvements. No students were eligible to graduate in 1997 or 1998. Of the 11 students who began the new program in Fall 1997, seven graduated in 1999. Only four completed in 2000 but in May 2001, seven graduated. Several of these graduates had started earlier but had had to repeat courses, so their graduation had been delayed until 2001. Respiratory Care is one of several programs that are receiving more college resources to increase recruitment. Media publications have focused on Respiratory Care and the program coordinator is doing extensive outreach this year. Enrollment here seems to reflect lower enrollment patterns in Respiratory Care programs across the nation.

Legal Assistant

Staffing challenges have contributed to this situation; the program has had three coordinators in the last three years. The turnover was due to several career-related reasons but the current coordinator is well qualified and appears to be very stable in this position. We continue to experience the same conditions described in earlier reports: many enrolled students are coming for specific courses and do not need a degree to continue working for their employer. Others find employment without having to complete a degree. The new coordinator is concentrating on motivating students to complete their degree and not drop out when an intermediate goal has been achieved. The new Legal Consultant: Nursing option is attracting upwards of 20 students each year who will be graduating with a certificate. These are more goal-oriented students but are not reflected in the Legal Assistant completion numbers.

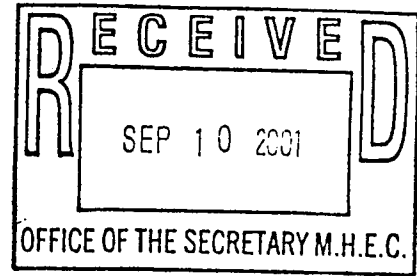
The college is continuing to support both these programs since we feel both are meeting community needs and deserve continued time to increase the number of completers.

Chesapeake College

2001 Response

regarding

Low-Productivity Degree Programs



September 4, 2001

Dr. Karen R. Johnson
Secretary of Higher Education
Maryland Higher Education Commission
16 Francis Street
Annapolis, MD 21401-1781

Dear Dr. Johnson:

In accordance with your request of May 15 2001, I am submitting Chesapeake College's response for the low productivity programs identified in the Low Productivity Degree Program Report 2001. Two of our programs have been identified as generating low productivity, criminal justice and paralegal studies.

The criminal justice and paralegal studies programs each experienced a significant increase in enrollment for the Fall semester 2001. The criminal justice program enrollment increased by 32 students and the paralegal studies program increased by 22 students. This increase in enrollment is in response to local employment needs and should increase the number of graduates in the future. It is noteworthy that these programs missed review exemption by 2 and 1 student(s) respectively in the three-year total graduate criteria. Furthermore, the criminal justice program's five graduates met the graduation requirement in May of 2001.

The paralegal studies program will be reviewed in the internal program review cycle this academic year. We are aware that revisions to our program may be needed and a thorough review is being conducted.

I am requesting continuation for the criminal justice and paralegal studies programs. I hope that the information we have provided is adequate to address concerns relating to low productivity programs. If you have any questions or require additional information, please do not hesitate to call me.

Sincerely,

Maurice B. Hickey
Vice President for Academic Services

A Comprehensive Regional Community College

P. O. Box 8, Wye Mills, MD 21679, 410-822-5400 410-758-1537, 410-228-4360, Fax: 410-827-9466

CHESAPEAKE COLLEGE
Wye Mills, MD 21679

**Low Productivity Program Review:
Criminal Justice and Paralegal Studies**
August, 2001

The Low productivity Report form MHEC, dated May 15, 2001, lists two programs for review of low productivity -- Criminal Justice and Paralegal Studies. An analysis of the current status of these program follows:

Criminal Justice:

The Criminal Justice program prepares students for a variety of occupations or further education within the fields of law enforcement, corrections, or crime scene investigation. As stated in our mission, we are to, "help students prepare for transfer to upper level institutions, for immediate entry into a career, or for improving work-related skills." Regardless of a criminal justice student's goals, educational background, or level of work experience, the Chesapeake College Criminal Justice Program is meeting their needs.

Our criminal justice certificate programs in Crime Scene Technician or Law Enforcement/Corrections were designed to provide, in the shortest time possible, a knowledge base in a criminal justice field which can serve to improve work-related skills for those already employed or enable entry level employment for those seeking immediate entry into a career. Our degree program options in Corrections, Law Enforcement, or Crime Scene Technician were designed to give students a well-rounded general education background as well as in-depth knowledge of the field of criminal justice theory and practice.

The Crime Scene Technician certificate and program option were developed and implemented in 1999 and have been steadily increasing enrollment growing from 2 students to 15 in one year. The average enrollment in the Criminal Justice offerings for years 1998 through 2000 totaled 57. In Fall '01, 32 new students entered the Criminal Justice programs, which will bring enrollment for 2001 to 86 students, significantly beyond the three-year high of 64 students.

According to members of our Advisory Board, all of whom are local law enforcement and corrections employers, employment projections for our region are likely to increase significantly given the continued residential and commercial growth of our region. This growth has been reflected in the growth of the Criminal Justice programs as is evidenced by program enrollment figures for the past three years: in 1998 enrollment totaled 52, for 1999 enrollment was 56, and in 2000 enrollment was 64.

The Criminal Justice programs at Chesapeake College are clearly growing in enrollment, graduation rates however are low due to the fact that the majority of students in the programs are part time, working professionals who frequently take only one course per semester. To assist students in accessing these programs, the College has begun offering more of the courses

through alternative scheduling options such as Guided Self-Instruction. The Criminal Justice programs will be reviewed next academic year as part of the College's internal review process, and more options to increase access to the programs, such as Internet based courses, will be explored.

Given the growth the Criminal Justice programs are experiencing, the employment potential available for program graduates, and the ability of the programs to fulfill the mission of the College, they are clearly viable programs that should be continued.

Paralegal Studies:

The low productivity data presented by current graduate rates, per years 1998 through 2000, while factual, is somewhat limited in presenting a full perspective of the current Paralegal Studies Program. Currently there are 21 new students enrolled in the Fall '01 semester, which will serve to increase the 2001 enrollment well over the three-year high of 50 students enrolled in the program. The average enrollment in the Paralegal Studies Program for years 1998 through 2000 totaled 48. Program enrollment figures for the past three years for the Paralegal Studies program have been very stable and are as follows: in 1998 enrollment totaled 47, for 1999 enrollment was 50, and in 2000 enrollment was 46. The enrollment in the *Introduction to Paralegal Studies* course total 37 students for all three years in this review. The enrollment in this class for Fall 2001 is 22 students.

The majority of students enrolled in the Paralegal Studies program are part time with many taking a single course per semester. These students, while in the pipeline, are not part of a cohort and, therefore, take longer to reach completion. Given students who are now ready for program completion, it is projected that in FY '02 the completion rate in the Paralegal Studies program will exceed the criteria for selection as a low productivity program.

The Paralegal Studies program will be reviewed this academic year as part of the college's internal program review process. Work has already begun to enhance access to the program by developing a number of the program courses as Internet based courses. It is believed that this will more efficiently meet the needs of a predominately part time, employed student populous. The College's goal is to offer the Paralegal Studies Certificate program entirely on-line.

Further, as part of the review process, model Paralegal Studies programs are being examined to determine possible curriculum changes that can be discussed with the program's Advisory Board. It is anticipated that the upcoming program review may result in curriculum changes and this, coupled with new efforts to increase accessibility to the program, will result in increased enrollment for the program. Additionally, plans are being developed to group students, to the extent possible, as a cohort, to guide them more efficiently to completion.

Consequently, it is clear that the program still meets a local employment need and has stable enrollment that will be enhanced by recent efforts to increase accessibility and revise curriculum as part of the on-going review process. The Paralegal Studies program continues to be viable and should be retained.

Frederick Community College

2001 Response

regarding

Low-Productivity Degree Programs

FREDERICK COMMUNITY COLLEGE

Institutional Response M.H.E.C. Low Productivity Report

The College has received the Commission's low productivity program citation for the following programs. At this time the Commission is asked to grant exemption status to three of the four programs cited.

Legal Assistant Program – A.A.S. Degree

The Legal Assistant Program has recently undergone an assessment using elements of the DACUM process. In addition, the Program has recently completed the College's internal CAP (Comprehensive Assessment of Programs) process. Several recommendations from both processes to restructure Program requirements and course offerings are currently being pursued by a newly-acquired Program Coordinator. The Program is also in the process of revising its requirements to satisfy American Bar Association certification standards. American Bar Association certification should position the Program more competitively within the employment market and increase its attraction to potential students. At the same time, recommendations have been made to restructure specific course requirements so that student progress toward graduation is expedited. Given that varied courses in the Program continue to serve the needs of local law offices, that Legal Assistants will be in high demand through 2008, and the fact that the Program reflects the College's mission to provide career programs to County residents, the Commission is asked to grant the Program a Mission Exemption status.

Electronics Technology Program – A.A.S. Degree

The Electronics Technology Program is currently being reviewed at the College. Cited by the College's internal monitoring system, the Program is under review to examine its viability as a major for students. Current recommendations by the Vice President and Dean of Academic Affairs call for the completion of both the DACUM and CAP (Comprehensive Assessment of Programs) processes in order to accomplish this. At this point in time, a recommendation is being made in the C.A.P. process to eliminate the Program's Avionics degree option. The Commission should be alerted to the fact that the Electronics career area is targeted by the Labor Department as being among the fastest growing career areas through 2008. Given that fact, along with the centrality of the Program to the College's career mission component, the Commission is requested to grant Mission-Exemption status to the Electronics Program and to allow the College sufficient time to complete its review and Program restructuring.



August 30, 2001

Ms. Karen R. Johnson
Maryland Higher Education Commission
16 Francis Street
Annapolis, MD 21401-1781

Dear Ms. Johnson:

Enclosed please find the 2001 Low-Productivity Degree Program Report for Frederick Community College. We trust the information for maintaining programs that have been targeted for discontinuance is complete and satisfactory.

Please let me know if there is anything else you require from me or if I can be of further assistance. I can be reached at my office phone, (301) 846-2451, or by email, gfarahani@fcc.cc.md.us.

Sincerely,

Gohar Farahani (EKS)

Ms. Gohar Farahani, Director
Planning, Research and Evaluation Dept.

Enclosure (1)

:EKS

Aviation Maintenance Technology Program – A.A.S. Degree

The Aviation Technology Program allows students the opportunity to obtain either a certificate or the Associates degree. To date, many of the Program's enrollees have opted for the certificate rather than the degree. Upon completion of the certificate courses, Program participants are eligible to sit for the F.A.A. Airframe and Powerplant exams. Obtaining both Airframe and Powerplant ratings makes Program participants immediately employable. As a result, many students leave the Program prior to completing the additional courses required for the A.A.S. degree.

The Associates degree, on the other hand, is available to students who choose to take an additional 21 credits of general education courses. The general education credits are drawn from other programs already offered by the College. Given the fact that they do not present an additional financial burden to the College by their inclusion as a Program option for students, and the fact that the Aviation Technology Program is a designated statewide instructional program, the Commission is asked to grant the Program an Access Exemption status.

Park Operation and Management Program – A.A.S. Degree

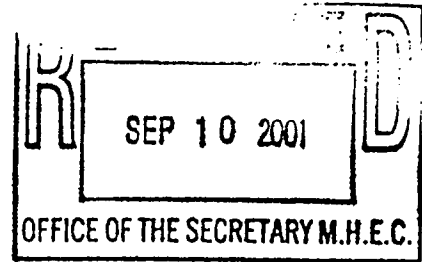
The Park Operation and Management Program is currently in its final stages at the College. A previous CAP (Comprehensive Assessment of Programs) review has recommended that it be discontinued as of Fall 2002. Final stage activities now include the offering of selected courses required to allow remaining students in the Program an opportunity to graduate. No exemption status for the Program is requested at this time.

Hagerstown Community College

2001 Response

regarding

Low-Productivity Degree Programs



11400 Robinwood Drive • Hagerstown, Maryland 21742-6590 • 301-790-2800 • www.hcc.cc.md.us

Office of the Dean of Instruction

September 5, 2001

Dr. Karen R. Johnson
The Maryland Higher Education Commission
16 Francis Street
Annapolis, Maryland 21401-1781

Dear Dr. Johnson:

This letter is in response to your May 15, 2001, memorandum concerning two low productivity degree programs at Hagerstown Community College (HCC): Office Technology and Paramedic Emergency Services.

HCC has decided to terminate the Office Technology Program at the end of the academic year 2001-2002. We are not admitting any new students to this program, but we will continue it through this year to allow currently enrolled students to finish the program. This plan is the result of a decision by our Curriculum Committee, which is composed of various individuals at HCC. The currently assigned instructor will assume new duties next year.

The Paramedic Emergency Services Program is a brand new program at HCC. It was officially approved in March 2000 and has only been in existence for one academic year. Our old "certificate program" was officially deleted several years ago, to the best of my knowledge. Our new program is an associate degree program. Currently we have 29 students enrolled: eight are returning sophomores who hope to graduate in May 2002, and twenty-one are freshmen. We anticipate that many of the freshmen will graduate with a degree in two years.

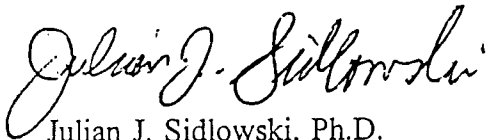
Because this is a brand new program that was started in the fall of 2000, no students were registered in 1998 or 1999. I cannot explain why the records show that two degrees were offered in 1998. That must be a statistical error.

Dr. Karen R. Johnson
September 5, 2001
page two

We intend to hire a full-time faculty member to teach and direct the Paramedic Program starting in January 2002. This program has a strong community-based advisory committee that provides excellent consultation to the college for this program.

I hope this report answers the appropriate questions concerning these low productivity listed programs. If you have any questions, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Julian J. Sidlowski".

Julian J. Sidlowski, Ph.D.
Dean of Instruction

JJS:slk

cc: Dr. Norman P. Shea, President

Harford Community College

2001 Response

regarding

Low-Productivity Degree Programs



Harford Community College
401 Thomas Run Road • Bel Air, Maryland 21015-1698

Phone: 410-836-4000 • 410-879-8920
www.harford.cc.md.us

August 30, 2001

Secretary Karen R. Johnson
Maryland Higher Education Commission
16 Francis Street
Annapolis, MD 21401-1781

Re: Low Productivity Report – 2001

Dear Secretary Johnson:

Please find attached Harford Community College's response to MHEC's 2001 low productivity degree program report. At its meeting on August 14, 2001, Harford Community College's Board of Trustees approved continuance of the AAS degree program in Accounting based on the attached justification.

Please feel free to contact me if you need further clarification.

Sincerely,

Rusty Stephens, Ed.D.
Vice President for Academic & Student Affairs

Att: 1

c.c. C. Chiesi, HCC President
B. Mull, HCC Division Chair, Business, Computing & Technology
file

Harford Community College
Low-Productivity Programs Justification
July 2001

Accounting

Centrality to Mission: This program supports the mission of the college by providing a career program that promotes professional competence and prepares and sustains an educated workforce for area residents. It includes courses that are requirements in several other degree programs and provides two years of study applicable to the baccalaureate degree. No other program at the College provides the specific skills available through this program.

Access: This is the only program at the college that provides (1) skills for entry-level positions in the accounting field, (2) academic preparation for the CPA exam, (3) courses required by employers for advancement in jobs in the accounting field, (4) courses for exploring the field of accounting as a career, and (5) the opportunity for certified public accountants to meet their continuing education requirements.

Cost Factors: Even if this program did not exist, accounting courses would have to be offered because they are required in several other degree programs at the College. In addition to the certificate program in accounting, accounting courses are required in the Business Administration, Business Management, Computer Information Systems, Information Systems Management, Office Systems, and Paralegal Studies degree programs. They also serve as career-based electives in the Retail Management degree program. (See attached). On average, adjunct faculty teach 53% of the accounting courses. As a result, program costs are reduced significantly. Additionally, the program requires no special equipment or supplies for instruction.

Recommendation: While graduation rates are low, that is characteristic of this type of program and of career programs in general. A comprehensive program review is currently underway. The curriculum advisory committee continues to provide valuable input as to changing workplace needs. The partnership with Harford County Public Schools via tech prep activities has recently been revised enabling high school students greater flexibility for entering the program. While a few students who plan to obtain a baccalaureate degree in accounting complete the associate degree program, some leave after one year of study to effect easier transfer to the four-year colleges, but most are advised to pursue the associate degree in business administration, which they do. Students frequently achieve their career goals or reason for attending without graduating. Often attainment of a degree is not their goal. But the opportunity to earn a degree should remain an option.



BUSINESS ADMINISTRATION

PROGRAMS OF INSTRUCTION

PROGRAM DESCRIPTION

This program is designed for students who wish to transfer to earn a baccalaureate degree in some area of business. Students who plan to transfer should consult an advisor for assistance in selecting courses appropriate for the transfer institution and program. The courses in this curriculum prepare students for later specialization in finance, human resource management, management, private and public accounting, marketing, merchandising and advertising. High school preparation should include four units of English and two units of algebra. Cooperative Education is available to students in this program as an additional means of receiving a hands-on learning experience related to Business Administration.

EMPLOYMENT AND TRANSFER INFORMATION

Transfer students should note that many business schools have selective admissions requirements. Cumulative grade point average and completion of specific course requirements are used as criteria for acceptance.

For more information, contact Prof. Richard Miller, 410-836-4264, rmiller@harford.cc.md.us; Prof. Sandra Ferriter, 410-836-4426, sferrite@harford.cc.md.us; or academic advising, 410-836-4301.

Note: The following codes identify courses which satisfy the General Education Core Requirements. For more information see pages 21-23.

- GB** Behavioral/Social Science
- GE** English Composition
- GH** Arts/Humanities
- G1** Interdisciplinary and Emerging Issues
- GL** Biological/Physical Laboratory Science
- GM** Mathematics
- G5** Biological/Physical Science

Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines to satisfy the General Education Core Requirements.

DEGREE REQUIREMENTS

	<i>Recommended Course Sequence</i>
• First Semester	
	Sem. Hrs.
BA 101Introduction to Business	3
BA 212Internet Research	1
ECON 102 ..Microeconomics GB	3
ENG 101.....English Composition GE	3
MATH 111 ..Introduction to Finite Mathematics GM *	3
or	
MATH 109 ..Precalculus Mathematics GM *	3
or	
MATH 101 ..College Algebra GM *	3-4
Bio./Phys. Lab Science elective GL	4
Semester Total	17-18
• Second Semester	
	Sem. Hrs.
ECON 101 ..Macroeconomics GB	3
ENG 102.....English Composition & Literature*	3
or	
ENG 109.....English Composition: Research Writing*	3
or	
ENG 216.....Business Communications*	3
CIS 102Intro. to Information Science G1	3
or	
BA 210Business Computer Applications*	3
MATH 216..Introduction to Statistics GM	4
Bio./Phys. Science elective G5 *	3
Physical Education elective	1
Semester Total	17
• Third Semester	
	Sem. Hrs.
ACCT 101 ..Accounting Principles I	3
BA 205Business Law	3
or	
BA 246Legal Environment of Business	3
SPCH 101Speech Fundamentals G1 *	3
or	
SPCH 106Business/Professional Speech	3
Arts/Humanities elective GH *	3
General Elective*	3
Physical Education Fitness elective	1
Semester Total	16
• Fourth Semester	
	Sem. Hrs.
ACCT 102 ..Accounting Principles II	3
PSY 101General Psychology GB	3
Arts/Humanities elective GH *	3
General electives*	6
Semester Total	15
Total Number of Credits	65-66

* Electives should be chosen according to the institution to which transfer is planned. Additional Humanities or Social Science electives may be needed at some transfer institutions.

BUSINESS MANAGEMENT

PROGRAM DESCRIPTION

This program is designed to enable students who do not wish to transfer to a four-year institution to obtain knowledge and skills in the field of business. All students must complete first and second semester courses and then choose their concentration track in either service, manufacturing, or corporate communications.

EMPLOYMENT INFORMATION

This program prepares students for a business career by providing comprehensive skills for today's rapidly changing business environment. Opportunities in management, banking and finance, and a variety of other small business generalist employment settings will continue to increase.

For more information, contact Prof. Sandra Ferriter, 410-836-4426, sferrite@harford.cc.md.us;
 Prof. Richard Miller, 410-836-4264, rmiller@harford.cc.md.us;
 or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester	Sem. Hrs.
BA 101Introduction to Business	3
BA 212Internet Research	1
ECON 101 ..Macroeconomics (GB)	
or	
ECON 102 ..Microeconomics (GB)	3
ENG 101.....English Composition (GE)	3
MATH 111..Introduction to Finite Mathematics (GM)*	
or	
MATH 101..College Algebra (GM)*	3
SPCH 106....Business/Professional Speech*	
or	
SPCH 101....Speech Fundamentals (GI)*	3
Physical Education Fitness elective	1
Semester Total	17
• Second Semester	Sem. Hrs.
ACCT 101 ..Accounting Principles I	3
BA 210Business Computer Applications	3
ENG 216.....Business Communications.....	3
BA 107Principles of Supervision	
or	
PSY 210Industrial & Organizational Psychology	3
Bio./Phys. Lab Science elective (GL)	4
Semester Total	16

Service Track

• Third Semester	Sem. Hrs.
ACCT 208 ..Managerial Accounting	3
BA 246Legal Environment of Business	3
BA 242Introduction to International Business	3
BA 211Advanced Microcomputer Appl.	3
Arts/Humanities elective (GH)	3
Physical Education elective.....	1
Semester Total	16
• Fourth Semester	Sem. Hrs.
ACCT 105 ..Financial Statement Interpretation and Analysis	1
BA 203Principles of Marketing	
or	
BA 105Professional Selling	3
PSY 105Human Relations	3
General Education elective	
(GB) (GH) (GI) (GM) (GS)	6
Business and Technology elective **	3
Semester Total	16

Manufacturing Track

• Third Semester	Sem. Hrs.
ACCT 102 ..Accounting Principles II	3
BA 246Legal Environment of Business	3
BA 242Introduction to International Business	3
BA 211Advanced Microcomputer Appl.	3
Arts/Humanities elective (GH)	3
Physical Education elective.....	1
Semester Total	16
• Fourth Semester	Sem. Hrs.
ACCT 105 ..Financial Statement Interp. & Analy.	1
BA 244Principles of Quality Improvement	3
BA 111Purchasing and Materials Management	3
General Education electives	
(GB) (GH) (GI) (GM) (GS)	6
Business and Technology elective **	3
Semester Total	16
Total Number of Credits	65

* To continue studies at a four-year institution, select the appropriate course based on the requirements of the four-year institution.

** Business and Technology electives may include courses from the following areas: Business Administration, Accounting, Computer Aided Drafting and Design, Computer Information Systems, and Economics.

(continued next page)

BUSINESS MANAGEMENT (CONTINUED)

Corporate Communications Track

Third Semester Sem. Hrs.

PHIL 221Business Ethics (6H)	3
Business Electives ***	6
Corporate Communications elec.^	6
Physical Education elective	1
Semester Total	16

Fourth Semester Sem. Hrs.

CS 273.....Cooperative Education	3
Corporate Communications elec.^	6
General Education elective	
(6B) (6H) (6I) (6M) (6S)	6
Semester Total	15

Total Number of Credits64

***Business Electives - Choose 2 courses

- ACCT 208 ..Managerial Accounting .
- BA 103Public Relations
- BA 104Advertising and Sales Promotion
- BA 105Professional Selling
- BA 203Principles of Marketing
- BA 242Introduction to International Business

^Corporate Communications Electives -
Choose 4 courses from the following 3 areas:

I. Art Electives:

- ART 103Introduction to Graphic Communication
- ART 108Introduction to Digital Media
- ART 207Graphic Design
- PHOT 101 ..Photography I
- PHOT 105 ..Photojournalism

II. Technology Electives:

- BA 211Advanced Microcomputer Applications
- CIS 106Introduction to Microsoft Office
- CIS 113Introduction to PowerPoint
- CIS 136Introduction to Internet Technologies
- MC 101Introduction to Electronic Media
- OS 221Desktop Publishing
- OS 225Electronic Publishing

III. Writing Electives:

- ENG 107.....Creative Writing I
- ENG 118.....Creative Writing II
- ENG 217.....Creative Writing III
- ENG 218.....Creative Writing IV
- ENG 109.....English Composition: Research Writing
- ENG 209.....Technical Writing
- MC 201Writing for the Electronic Media



COMPUTER INFORMATION SYSTEMS

PROGRAM DESCRIPTION

Computer Information Systems is the study of the use of computers in business applications. The CIS curriculum presents computer literacy, program design, programming languages and offers electives in software, network and Internet applications. CIS students may pursue careers as computer programmers, software specialists, computer user support specialists, network and Internet specialists.

The CIS program transfers well to four-year colleges, although it is a terminal degree designed to prepare students for entry level jobs in the computer field.

EMPLOYMENT INFORMATION

The U.S. Industrial Outlook from the U.S. Department of Commerce forecasts an increased need for professional training services and software enhancements/modifications as primary revenue sources for computer professional services. The report indicated continuing growth of the computer industry.

For more information, contact Prof. Fred Liedlich, 410-836-4330; Prof. Dorothy Baumeister, 410-836-4339; or academic advising, 410-836-4301.

SOFTWARE ELECTIVES

- BA 210.....Business Computer Applications
- CADD 101Introduction to CADD
- CIS 104Computer Operating Systems
- CIS 106Introduction to Microsoft Office
- CIS 110Introduction to UNIX
- CIS 113Introduction to PowerPoint
- CIS 114Introduction to Computer User Support
- CIS 118Introduction to Microsoft Access
- CIS 135.....Introduction to Networks
- CIS 136Introduction to Internet Technologies
- CIS 145.....Introduction to Microsoft Excel
- CIS 254Advanced Microsoft Office
- ID 125CADD for Interior Design
- OS 121Document Processing
- OS 221Desktop Publishing

CIS & CSI PROGRAMMING LANGUAGE ELECTIVES

- CIS 111.....C Programming Language
- CIS 201Assembler Programming
- CIS 202.....COBOL Computer Programming I
- CIS 206COBOL Computer Programming II
- CIS 214Java Programming Language
- CIS 217Introduction to Web Programming
- CIS 221C++ Programming Language
- CIS 224.....Intro to Visual Basic Programming
- CIS 225Introduction to Shell Programming
- CIS 227Advanced Visual Basic
- CSI 131Computer Science I (C Based)
- CSI 132Computer Science II (C++ Based)

*Any CIS Course(s) may be taken to satisfy CSI/CIS electives.

DEGREE REQUIREMENTS

Recommended Course Sequence

First Semester

- | | Sem. Hrs. |
|---|--------------|
| ACCT 101 ..Accounting Principles I | 3 |
| ENG 101.....English Composition (GE) | 3 |
| CIS 102.....Introduction to Info. Sciences (GI) | 3 |
| MATH 101..College Algebra (GM) | |
| or | |
| MATH 111..Introduction to Finite Math I (GM) | |
| or | |
| MATH 203..Calculus I (GM) | |
| or | |
| MATH 109..Precalculus Math (GM) | |
| or | |
| MATH 207..Calculus for Bus. & Econ. (GM) | 3-4 |
| Physical Education Fitness elective | 1 |
| Semester Total..... | 13-14 |

Second Semester

- | | Sem. Hrs. |
|--|--------------|
| ACCT 102 ..Accounting Principles II | 3 |
| CIS 202.....COBOL Computer Programming I | |
| or | |
| CIS 111C Programming Language | |
| or | |
| CIS 224Introduction to Visual Basic Prog. | 4 |
| CIS 115Fundamentals of Programming | 3 |
| Bio./Phys. Lab Science elective (GL) | 4 |
| Software elective | 3-4 |
| Semester Total..... | 17-18 |

Third Semester

- | | Sem. Hrs. |
|--|-----------|
| CIS 104Computer Operating Systems | |
| or | |
| CIS 135Introduction to Networks | 3 |
| CIS 206COBOL Computer Programming II | |
| or | |
| CIS 221C++ Programming Language | |
| or | |
| CIS 227Advanced Visual Basic..... | 4 |
| ENG 209.....Technical Writing | 3 |
| CIS 203Computer Systems and Procedures | 3 |
| Arts/Humanities elective (GH) | 3 |
| Physical Education elective | 1 |
| Semester Total | 17 |

Fourth Semester

- | | Sem. Hrs. |
|--|--------------|
| CSI/CIS Programming Language | |
| elective | 3-4 |
| CSI/CIS elective* | 3-4 |
| CIS 283Practicum in Computer Info. Systems | |
| or | |
| CS 273.....Cooperative Education | |
| or | |
| CSI/CIS elective | 3-4 |
| Behavioral/Social Science elective (GB)..... | 3 |
| General Education elective | |
| (GB, GH, GI, GM, GS) | 3 |
| Semester Total..... | 15-18 |

Total Number of Credits.....62-67

INFORMATION SYSTEMS MANAGEMENT

PROGRAM DESCRIPTION

Information Systems Management emphasizes business, organizational and management concepts as well as computer technology skills. Coursework in areas such as business fundamentals, accounting, finance, marketing, production, management, computer programming, systems analysis and design, database concepts and management and data communications are typical for a degree in ISM. Students learn how to analyze, design and implement information systems that will provide managers with the information needed to make operational and strategic decisions for large and small companies.

This program provides the first two years of a baccalaureate degree in Information Systems Management. After completion of the program, students are prepared to transfer to a four-year institution and specialize in Information Systems Management.

EMPLOYMENT INFORMATION

The U.S. Industrial Outlook from the U.S. Department of Commerce forecasts an increased need for professional training services and software enhancements/modifications as primary revenue sources for computer professional services. The computer industry and computer related occupations continue to grow.

For more information, contact Prof. Fred Liedlich, 410-836-4330, fliedlic@harford.cc.md.us; Prof. Dorothy Baumeister, 410-836-4339, dbaumeis@harford.cc.md.us; or academic advising, 410-836-4301.

Behavioral/Social Science and Art/Humanities electives must be selected from two different disciplines to satisfy the General Education Core Requirements.

Note: The following codes identify courses which satisfy the General Education Core Requirements. For more information see pages 21-23.

- GB Behavioral/Social Science
- GE English Composition
- GH Arts/Humanities
- GI Interdisciplinary and Emerging Issues
- GL Biological/Physical Laboratory Science
- GM Mathematics
- GS Biological/Physical Science

Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines to satisfy the General Education Core Requirements.

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester Sem. Hrs.

CIS 102.....Intro. to Information Sciences GI	3
BA 101.....Introduction to Business	3
ECON 102...Microeconomics GB	3
ENG 101.....English Composition GE	3
MATH 111..Introduction to Finite Math I GM *	3
or	
MATH 101..College Algebra GM *	3
or	
MATH 109..Precalculus Mathematics GM *	3-4
Physical Education Fitness elective	1
Semester Total	16-17

• Second Semester Sem. Hrs.

CIS 115.....Fundamentals of Programming	3
BA 109.....Principles of Management.....	3
ECON 101 ..Macroeconomics GB	3
MATH 203..Calculus I GM *	3
or	
MATH 207..Calculus for Bus. And Economics GM *	3
or	
MATH 216..Introduction to Statistics GM *	4
Arts/Humanities elective GH	3
Semester Total	16

• Third Semester Sem. Hrs.

CIS 111.....C Programming Language	3
or	
CIS 202.....COBOL Computer Programming I	4
ACCT 101 ..Accounting Principles I	3
Arts/Humanities elective GH	3
Bio./Phys. Lab Science elective GL	4
Behavioral/ Social Science elective GB	3
Semester Total	17

• Fourth Semester Sem. Hrs.

CIS 203.....Computer Systems and Procedures	3
CIS 206.....COBOL Computer Programming II	3
or	
CIS 221.....C++ Programming Language	4
ACCT 102...Accounting Principles II	3
Bio./Phys. Science elective	3
Physical Education elective	1
Semester Total	14

Total Number of Credits.....63-64

* Electives should be chosen according to the requirements of the institution to which transfer is planned.

OFFICE SYSTEMS

PROGRAM DESCRIPTION

Office support personnel possess a variety of titles and require an array of computer-based skills. These assistants frequently respond to internal and external inquiries regarding the status of transactions or the flow of information. This program of study offers students the opportunity to acquire knowledge of document preparation techniques for productivity using computers, scanners, electronic communications and a variety of software applications. There is emphasis on accuracy, productivity, effective decision making and communications skills.

EMPLOYMENT INFORMATION

Office assistants, receptionists, customer service representatives, human resources assistants and sales support are a few of the titles for office support personnel.

ADMISSION INFORMATION

In order to register for Office Systems courses, students need to have completed ENG 012 (Basic Writing) or qualifying score on the Compass writing assessment. This program of study also assumes that students have learned the touch system of keyboarding. If a student has never learned to key using the touch method, that skill can be acquired by enrolling in OS 100 (Keyboarding Basics).

Assessment for prior learning is available for:

- OS 100 - Keyboarding Basics
- OS 110 - Keyboarding Skill Development
- OS 210 - Keyboarding Speed Development
- OS 130 - Office Systems I

Letters of recognition can be obtained for one of the following options. Prerequisite: OS 100, articulation, or successful assessment.

• OFFICE ASSISTANT

OS 110Keyboarding Skill Development 2
OS 115Office Communication Technologies3
OS 121Document Processing3
OS 130Office Systems I3
	Total11

• OFFICE ASSISTANT - MEDICAL

OS 110Keyboarding Skill Development2
OS 121Document Processing3
AHS 101Medical Terminology and Ethics3
OS 135Medical Office Systems3
	Total11

• OFFICE SYSTEMS CERTIFICATE ADMINISTRATIVE ASSISTANT

Prerequisite: Qualifying score on Compass Writing Assessment.

• First Semester	Sem. Hrs.	
OS 110Keyboarding Skill Development**2
OS 115Office Communication Technologies3
	or	
AHS 101Medical Terminology and Ethics*3
OS 121Document Processing3
OS 130Office Systems I3
	or	
OS 135Medical Office Systems*3
CIS 102Intro. to Information Sciences (GI)3
	Semester Total14

• Second Semester	Sem. Hrs.	
OS 210Keyboarding Speed Development***2
OS 221Desktop Publishing3
OS 230Office Systems II3
OS 240Records and Information Management3
	or	
OS 250Office Systems Seminar3
OS 225Electronic Publishing3
	or	
OS 235Medical Transcription*3
	or	
PL 101Introduction to Law3
	or	
ACCT 101Accounting Principles I3
	Semester Total14
Total Number of Credits	28

* Students who select the option of Medical Terminology, Medical Office Systems and Medical Transcription are selecting a specialty preparation for medical offices. All three courses must be taken in order to receive the Certificate.

** NOTE: Students may need to enroll more than once to reach competency level of 45-55 accurate words per minute.

*** NOTE: Students may need to enroll more than once to reach competency level of 60-70 accurate words per minute.

For more information, contact Prof. Mary Valenti,
410-836-4136, mvalenti@harford.cc.md.us;
or academic advising, 410-836-4301.

OFFICE SYSTEMS

PROGRAM DESCRIPTION

Traditionally, the administrative assistant has been responsible for creation, distribution, storage and use of information on paper. The focus has changed from merely automating routine tasks to improving work processes and organizational performance. Software and computer technologies are more integrated and flexible. Graduates with an Associate degree in Office Systems will have in-depth software knowledge and be able to troubleshoot, assess and evaluate hardware/software, as well as prepare documents using document design principles.

EMPLOYMENT INFORMATION

Although the title of secretary is disappearing, new administrative support positions will continue to increase. A growing number of administrative support positions share in managerial and human resource responsibilities. Occupations requiring these skills include office manager, meetings coordinator, business facilitator, information manager, systems manager, and human resource specialist. These are just a few of the position titles used for office professionals. Administrative assistants work in teams and as project facilitators. Necessary skills include in-depth knowledge of software suites, management, interpersonal and presentation skills, as well as thorough knowledge of organizational structure and culture.

ADMISSION INFORMATION

In order to register for Office Systems courses, students need to have completed ENG 012 (Basic Writing) or obtained a qualifying score on the Compass writing assessment. This program of study also assumes that students have learned the touch system of keyboarding. If a student has never learned to key using the touch method, that skill can be acquired by enrolling in OS 100 (Keyboarding Basics).

Note: The following codes identify courses which satisfy the General Education Core Requirements. For more information see pages 21-23.

- GB** Behavioral/Social Science
- GE** English Composition
- GH** Arts/Humanities
- GI** Interdisciplinary and Emerging Issues
- GL** Biological/Physical Laboratory Science
- GM** Mathematics
- GS** Biological/Physical Science

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester Sem. Hrs.

CIS 102Intro. to Information Sciences (GI)3
OS 110Keyboarding Skill Development**2
OS 121Document Processing3
ENG 101English Composition (GE)3
ACCT 101Accounting Principles I3
	Physical Education Fitness elective1
Semester Total	15

• Second Semester Sem. Hrs.

CIS 106Introduction to Microsoft Office3
CIS 135Introduction to Networks3
OS 221Desktop Publishing3
	Behavioral/Social Science elective (GB)3
	Mathematics (GM)3-4
	Physical Education elective1
Semester Total	16-17

• Third Semester Sem. Hrs.

CIS 254Advanced Microsoft Office3
OS 150Office Automation Concepts3
CIS 115Fundamentals of Programming3
OS 225Electronic Publishing3
OS 210Keyboarding Speed Dev.***2
	Arts/Humanities elective (GH)3
Semester Total	17

• Fourth Semester Sem. Hrs.

OS 245End User Technology Solutions3
	OS/CIS Electives6
	Bio./Phys. Lab Science elective (GL)4
	General Education elective3
	(GB) (GH) (GI) (GM) (GS)3
Semester Total	16

Total Number of Credits.....64-65

** NOTE: Students may need to enroll more than once to reach competency level of 45-55 accurate words per minute.

*** NOTE: Students may need to enroll more than once to reach competency level of 60-70 accurate words per minute.

For more information, contact Prof. Mary Valenti,
410-836-4136, mvalenti@harford.cc.md.us;
or academic advising, 410-836-4301.

PARALEGAL STUDIES (CONTINUED)

PROGRAMS OF INSTRUCTION

TRANSFER TRACK

•Third Semester	Sem. Hrs.
PL 237.....Criminal Practice and Procedure.....	3
ACCT 101 ..Accounting Principles I.....	3
PHIL 205Ethics (GH)	3
ECON 102 ..Microeconomics (GB)	3
Mathematics elective (GM)	3-4

Students must choose one from the following:

ENG 201.....World Literature: 800 BC to 1600 AD (GH)	
ENG 202.....World Literature: 1600 AD to the Present (GH)	
ENG 203.....English Literature: Old English Through Neoclassical (GH)	
ENG 204.....English Literature: Romantic to the Present (GH)	
ENG 205.....American Literature: Colonial Through the Civil War (GH)	
ENG 206.....American Literature: Late 19th and 20th Centuries (GH)	
ENG 214.....Great Writers: Lives and Works (GH)	
ENG 215.....Multicultural Literature: The 20th Century (GH)	
ENG 219.....American Women Writers (GH)	
ENG 233.....African American Literature (GH)	3
Semester Total.....	18-19

•Fourth Semester	Sem. Hrs.
PL 238.....Law Practice and Prof. Conduct.....	3
ACCT 102 ..Accounting Principles II.....	3
PL 248.....Internship in Paralegal Studies	
or	
PL 273.....Cooperative Education: Paralegal Studies ..	3
ECON 101 ..Macroeconomics (GB)	3
Paralegal Law elective*	2
Bio./Phys. Sci. elec. (GS)	3
Physical Education elective.....	1
Semester Total	18

TOTAL NUMBER OF CREDITS.....69-70

CAREER TRACK

•Third Semester	Sem. Hrs.
PL 237.....Criminal Practice and Procedure	3
PL 235.....Business Transactions	3
Arts/Humanities elective (GH)	3
Mathematics elective (GM)	3-4
Physical Education elective.....	1

Students must choose one from the following:

ENG 109Eng. Comp.: Research Writing	
ENG 209Technical Writing	
ENG 216.....Business Communications.....	3
Semester Total.....	16-17

•Fourth Semester	Sem. Hrs.
PL 238.....Law Practice and Prof. Conduct.....	3
PL 242.....Real Estate Transactions	3
PL 248.....Internship in Paralegal Studies	
or	
PL 273	3
Cooperative Education: Paralegal Studies ..	3
Paralegal Law elective*	2
Behavioral/Social Sci. elec. (GB)	3
Math/Bio./Phys. Sci. elec. (GM), (GS), (GL).....	3-4
Semester Total.....	17-18

TOTAL NUMBER OF CREDITS.....66-68

* Paralegal Law Electives – choose one:

- PL 244 - Family Law and Litigation
- PL 246 - Administrative Law and Procedure
- PL 250 - Bankruptcy and Collections Law
- PL 251 - Negotiation, Mediation, and Arbitration

RETAIL MANAGEMENT

PROGRAM DESCRIPTION

Designed to prepare students for a variety of mid-management career opportunities in the retail field, this program provides both retail management and broad General Education courses. Those already employed in retailing may update their knowledge of the field through the courses offered in this program. Cooperative Education is an option for students in this program to gain hands-on learning experience related to retail management.

EMPLOYMENT INFORMATION

The retail field encompasses the buying and selling of goods and services with responsibilities in the areas of buying merchandise, sales management, inventory control, store operation, promotion and human resource management. Many entry-level and mid-management retail positions are available, particularly to those with a degree. With the continued economic growth of retailers in Harford County, additional employment opportunities will develop.

*CAREER-BASED ELECTIVES

Any two of the following:

ACCT 101 ..Accounting Principles I.....	3
ACCT 102 ..Accounting Principles II	3
BA 103Public Relations.....	3
BA 108Human Resources Management.....	3
BA 109Principles of Management.....	3
BA 111Purchasing and Materials Management	3
BA 206Small Business Seminar I.....	3

For more information, contact Prof. Sandra Ferriter,
410-836-4426, sferrite@harford.cc.md.us;
or academic advising, 410-836-4301.

Note: The following codes identify courses which satisfy the General Education Core Requirements. For more information see pages 21-23.

- GB** Behavioral/Social Science
- GE** English Composition
- GH** Arts/Humanities
- G1** Interdisciplinary and Emerging Issues
- GL** Biological/Physical Laboratory Science
- GM** Mathematics
- GS** Biological/Physical Science

• DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester	Sem. Hrs.
BA 101Introduction to Business	3
BA 106Principles of Retailing	3
ENG 101.....English Composition GE	3
MATH 101 ..College Algebra GM	3
or	
MATH 111 ..Intro to Finite Mathematics GM	3
Behavioral/Social Sci. elective GB	3
Physical Education Fitness elective	1
Semester Total	16
• Second Semester	Sem. Hrs.
BA 105Professional Selling	3
BA 208Retail Merchandising	3
BA 210Business Computer Applications	3
or	
CIS 102Intro. to Information Sciences G1	3
PSY 105Human Relations	3
Bio./Phys. Lab. Science elective GL	4
Physical Education elective	1
Semester Total	17
• Third Semester	Sem. Hrs.
BA 107Principles of Supervision	3
BA 203Principles of Marketing	3
BA 273Cooperative Education (Career)	3
or	
ECON 102 ..Microeconomics GB (Transfer)	3
Career Based elective*	3
Arts/Humanities elective GH **	3
Semester Total	15
• Fourth Semester	Sem. Hrs.
BA 104Advertising and Sales Promotion.....	3
PHIL 221Business Ethics GH **	3
BA 273Cooperative Education (Career)	3
or	
ECON 101 ..Macroeconomics GB (Transfer)	3
Career Based elective*	3
General Education elective	3
GB GH GM GS G1	3
Semester Total	15
Total Number of Credits	63

* See listing of Career-Based electives.

** Only one ethics course may be used as an Arts/Humanities elective. PHIL 221 (Business Ethics) is a requirement in this program.

Howard Community College

2001 Response

regarding

Low-Productivity Degree Programs

DATE: August 28, 2001
TO: Karen R. Johnson, J.D.
The Maryland Higher Education Commission
FROM: The Board of Trustees, Howard Community College

Low-Productivity Degree Program Report 2001

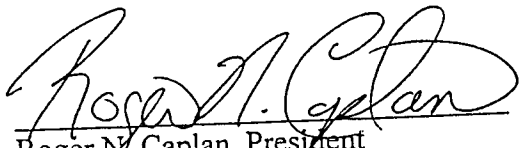
The Board of Trustees of Howard Community College has determined that it is premature to delete either the **Computer Science** program or the **Computer-Aided Design Technology** program. Instead the Board has directed the administration of Howard Community College to review the program enrollment and the productivity figures for the FY2002 and FY2003 graduations before making a determination about these two programs.

Since both of these programs had 5 or more A.A. degree graduates in FY2001 (see attachments), the deletion of these programs at this point would clearly be premature. Computer Science had 8 A.A. degree graduates for FY2001 and Computer-Aided Design Technology had 6 A.A.S. degree graduates and 1 Certificate of Proficiency graduate.

With 306 identified majors for the fall of 2001, Computer Science is one of our most highly enrolled programs and one that has been invigorated by the emergence of internet technologies. The low number of graduates is not reflective of waning interest in computer science but is a result of the fact that the program requirements in Computer Science are significantly different at virtually every four-year transfer institution in the state. This situation discourages students from staying to complete the A.A. degree; it is to their advantage to complete only those requirements that are transferable to their 4-year institution of choice. It is clear from the caliber of the graduates that the Computer Science program is attracting excellent students to the college. Six of the eight computer science majors graduated with honors including one member of our Rouse Scholars honors program.

Computer-Aided Design Technology is a smaller program with 56 identified majors, but the program presents little in the way of additional costs. The courses are taught in a lab shared with other technology programs by a faculty person who also teaches other technology courses. There are no special programs expenses except for the CAD software for which the costs are nominal with the education discounts. Interest in the credit program has been consistent at the present level over the past 5 years and Computer-Aided Design Technology continues to be a popular summer program for secondary school students. An exemption for this program may be requested after the review period if the enrollments continue at the present level. Three of the seven Computer-aided Design Technology majors graduated with honors or Phi Theta Kappa.

Since both of these programs have satisfied the productivity criteria for FY2001, the reporting year that MHEC will use for its next low productivity report, the Board of Trustees directs the college review the program enrollment and the productivity figures for the FY2002 and FY2003 graduations before making a determination about these two programs.



Roger N. Caplan, President
Howard Community College Board of Trustees

Attachments:

- MHEC Report: Programs with Low Degree Production
- Computer-Aided Design Technology and Computer Science graduates from the Howard Community College Thirtieth Commencement - May 17, 2001
- Computer-Aided Design Technology and Computer Science Summer I graduates

Howard Community College

PROGRAMS WITH LOW DEGREE PRODUCTION

PROGRAMS	1998	1999	2000
ASSOCIATE			
499001	COMPUTER SCIENCE TRANSFER		
Enrollment	278	294	356
Degrees/Awards	3	7	3
530301	COMPUTER AIDED DESIGN TECH		
Enrollment	39	34	31
Degrees/Awards	3	5	1

FACULTY MARSHALLS

Philip J. Vilarado, Ph.D.
Assistant Professor, Sociology

Fran P. Kroll
Associate Professor, Early Childhood Development and Teacher Education

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Joan I. Athen
Chair

Roger N. Caplan
Vice Chair

Delroy L. Cornick, D.P.A.

Patrick L. Huddie, Ph.D.

Thomas W. McKillip

David A. Rakes

Frederick A. Schoenbrodt, D.D.S.

Mary Ellen Duncan, Ph.D.
Secretary-Treasurer



HOWARD
COMMUNITY COLLEGE

Thirtieth Commencement

May 17, 2001

4 p.m.

Celebrating
30
Years

COMPUTER AIDED DESIGN TECHNOLOGY

Sabihah Shan Ali
Jin Ah Kim †*
Bobbi Jo Phelps †

Kelly Michelle Smith
Mary L. Whiting *

COMPUTER SCIENCE

Nadia J. Bhatti †*
Reginald Linwood Elliott, Jr.
Robert Walker Rahmer †*
Joel Bruce Land †**

Deborah A. Reitz †
Michael B. Roosa †
Jiqing Zhang †*

COMPUTER SUPPORT TECHNOLOGY

Steven D. Buckley *
Ivena Colbert †*
Neil Owen Fenwick

Julie Marie Jones
David Sterling Yarn †

EARLY CHILDHOOD DEVELOPMENT

Vanessa Leilani Giddings †
Irene Bin Nkwenti

Sylvia O. Pearman

ELECTRONICS TECHNOLOGY

James R. Morton *

ENGINEERING

Darin Allen Brinkman
Julie Elaine Brown
Scott Michael Dolecki

Amy Dawn Hood
Steven I. Wait *

GENERAL STUDIES

Grant S. Alexander
Sandra Amis †*
Keri Ann Ballantine *
Karen Lynn Barger †*
Paul E. Barnes
Kimberly Ann Bauman
Leanne Sara Bauman
Alex Todd Blazek
Maureen G. Bryant

Joseph Calvin Judkins
Linda M. Kaczor
Kevin P. Kelly
Veronica Elizabeth Lay
James Lazaris
Lisa M. Lewis
Joseph Christopher Link
Christopher David Marsh
Jason Charles McDuffie

GENERAL STUDIES (continued)

Kyle N. Campbell
Joan Lacey Caslow
Isaac W. Clark
Kellie René Collett †
Sarah Anne Edith Marie Copeland *
Margaret Laura Davies †
Angela Denise DeFordy †**
Jason Michael DeLorenzo
Andrea Dixon
Heather Renee Donaty
Erin Elizabeth Eitemiller †
Jeremy Andrae Ephraim
Mary Ann Ertitz *
Donald Wade Evans †*
Jason Spencer Femrite
Amy Christine Friend
Christopher G. Gardner
Timothy Paul Glinka
Esther-Jane Stuart Grenness †*
Edwige Griffith †*
Misty Michelle Grimes
Shawn Josette Guthrie †*
Matthew Stephen Hall
Peggy A. Hewinson
Michael Wayne Hopper
Kimberly Marie Hutchison
Bethanie K. Johnson

Luther James McKenney, III
Andrew A. McShane
Kristin M. Merritt
Sharon M. Morgan
Leslie Lynn Nachman †
Jane A. Capshaw O'Keefe
Henry deGuzman Punsalan
Rodney deGuzman Punsalan
Brianna Faith Punté †
Julie Mae Roberts
Christopher Lee Robinson
Kasey B. Robinson
Jeanelle Marie Santiago
Dawn Maureen Scarlis
Marsha Ellen Sturgill
Rachael Marie Suffill
Nancy T. Sullivan-Manzoli *
Melissa Ann Tucker †*
Donisia Yolanda Tyler
Rachel Carter Wallace
David Robert Wasilewski
David F. Weirman
Joyce Elizabeth Williams †*
Sheila M. Wintler
Carrie Wren †*
Emma Lee Young †*

NETWORK ADMINISTRATION

Rosy Begam
Duane Andrew Dansie *
Enuogbope Susan Majekodunmi

Joshua Moore †**
Larry Alan Smith †
Danuwelli Karen Tokpa *

OFFICE TECHNOLOGY

Ruth Clarissa Jones

Corey Beth P. McGrath

NURSING

Ademola Ayodeji Ajayi
Terry Lee Bidas *
Denise L. Blackmon *

Eva Angelica Haro
Sabrina S. Hill
Monique Earline James

† Degrees will be conferred upon those candidates who complete requirements as stated in the college catalogue.

† Honors

* 4.0

* Phi Theta Kappa

** Rouse Scholars

† Degrees will be conferred upon those candidates who complete requirements as stated in the college catalogue.

† Honors

* 4.0

* Phi Theta Kappa

** Rouse Scholars

NURSING (continued)

Donna Yvette Burley	Tish Michele Matthews
Donna Lynn Cochran †*	Theresa S. McDonald †*
Laurie Christine Compton †*	Andrea Lee Morrissey
Courtney Ruth Crouch †*	Claudette Nyambi †
Devon Lindsay Doyle	Tara Lynne Prendergast
Eunice N. Dupigny	Patricia Ann Remmey
Dana M. Euler	Shella Rollock
Shirley FanFan	Nancy Marie Rubin
Constance Watson Flood	Silvia A. Salamanca
Cyrl Saunders French †	Della A. Sangah †*
Richard Peter Gavin	Michael A. Smith
Janice Lynn Greene	Pamela May Wilhelm Lewthwaite
Jeane Marie Gross	Joy Williams
Brenda Marie Gunn-Greene	Li-Ping Yang

Candidates for Certificate of Proficiency¹

	CARDIOVASCULAR TECHNOLOGY
Sari Patrece Caldwell †*	Bonita J. White †*
Vaso V. Katsafanas †	Annrae Kimberly Willis †
Deborah Michelle Lee	Karen Denise Wood
Marra delCarmen Scott	
	COMPUTER AIDED DESIGN TECHNOLOGY
Vincent Silas Sines	

TEACHER EDUCATION

Early Childhood Education/Elementary Education

Joy A. Antonakas *	Valerie Archer Olivares †*
Paul E. Barnes	Julia Michele Papania †
Tracy Lee Duvall	Nicole Paige Richardson
Tracy Marie Gledhill	Donna Marie Savory †*
Tasha Lee Holbrook	Peter W. Sonntag
Carole Jean Fasold Innerbichler *	Cara L. Stewart
Ann E. J. Morrow †*	Doris Oliwa Yechoah †
Kara Marie Genevieve Murphy	

COMPUTER SUPPORT TECHNOLOGY

Anthony Carl Rota †*	Mikyas Yirga Wolde
----------------------	--------------------

EARLY CHILDHOOD DEVELOPMENT

Pamela Anne Johnson	Sylvia O. Pearman †
Lori Michelle Murray	Beth Kabsun Sonntag

Secondary Education

Mehr S. Dhillon	Sarah Rebecca McCracken
Daniela Fazzari Franklin †*	Jaine Melissa Millett
Robert B. LaBoiteaux, III	Jessica T. Randle
John Scott Arvak Marshall *	Bruce H. Voge, III

NETWORK ADMINISTRATION

Nee Cloteykine †

OFFICE TECHNOLOGY

Sharon Renee Flanagan	Jennifer L. Phebus
-----------------------	--------------------

PLANT SCIENCE

James G. A. Guercio

¹ Degrees will be conferred upon those candidates who complete requirements as stated in the college catalogue.

† Honors

* 4.0

• Phi Theta Kappa

** Incoming Scholars

¹ Degrees will be conferred upon those candidates who complete requirements as stated in the college catalogue.

† Honors

* 4.0

• Phi Theta Kappa

** Incoming Scholars

Summer I Graduates

Arts and Sciences – Liberal Arts

Adam Paul Cant-Smith
Catherine E. Graves
Pia F. Rodriguez
Lynn C. Zimmerman

Arts and Sciences – Pre-Veterinary Medicine

Heather Margaret Lilley

Computer Aided Design Technology

Mary L. Whiting

Electronics Technology

James R. Morton

Teacher Education – Early Childhood Education

Tasha Lee Holbrook

Business Administration

Kathryn D. Brunelle
Jeannette Ruth Crotts
Danielle Marie Kuba

Computer Science

Jiqing Zhang

Early Childhood Development

Veronica D. Peterson

General Studies

Kimberly Ann Baumann
Leanne Sara Baumann
Jeremy Andrae Ephraim
Bethanie K. Johnson
Andrew A. McShane

Summer II Graduates

Arts and Sciences – Criminal Justice

Amanda Marie Fortune

Arts and Sciences – Liberal Arts

Ernistina A. Hayford

Business Administration

Imran K. Ahmed
Tammy Michelle Bleything

Emergency Medical Services

Douglas C. Talley

Teacher Education – Secondary Education

Isabel A. Machado

Engineering

Neil Jeffrey White

Arts and Sciences – Pre-Medicine

Paul G. Moise

General Studies

Matthew George Barth
Jennifer Jeannine Blackwell
Heather Noelle Gummel
Stephanie Marie Mester

Network Administration

Sonya Denise Allen

Montgomery College

2001 Response

regarding

Low-Productivity Degree Programs

Montgomery
College

September 10, 2001

Ms. Karen R. Johnson
Secretary of Higher Education
Maryland Higher Education Commission
The Jeffrey Building
16 Francis Street
Annapolis, MD 21041

Dear Ms. Johnson:

Montgomery College's responses to the Commission's Low-Productivity Degree Program Report 2001 are enclosed for processing. The College reviewed the following three programs identified by the Commission:

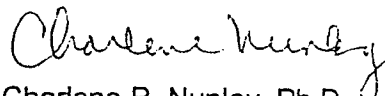
HEGIS 519904	Configuration and Data Management
HEGIS 531001	Electronics Automation Control (AAS and Certificate)
HEGIS 540701	Biotechnology Lab Technician

The College recommends the continuation of our Biotechnology Lab Technician program on the basis of both the "Contribution to Economic Development" and "Centrality to Mission" Exemptions. This program is critical at our Germantown campus, located as it is in the high-technology I-270 Corridor in the County. The Configuration and Data Management (519904) and Electronics/Automation & Control (531001) programs are recommended for deletion. Actually, the Configuration and Data Management program was deleted several years ago.

Our Board of Trustees will be reviewing these recommendations at its September 24th, 2001 meeting; this report is submitted to the Commission pending Board acceptance of the report and approval of the recommendations.

We appreciate the Commission's ongoing interest in, and commitment to, regular review of academic programs in Maryland's colleges and universities.

Sincerely,



Charlene R. Nunley, Ph.D.
President

Enclosure

cc: Dr. Michael J. Kiphart
Dr. Hercules Pinkney

Central Administration
900 Hungerford Drive
Rockville, MD 20850
(301) 279-5000

Germantown Campus
20200 Observation Drive
Germantown, MD 20876
(301) 353-7700

Rockville Campus
51 Mannakee Street
Rockville, MD 20850
(301) 279-5000

Takoma Park Campus
7600 Takoma Avenue
Takoma Park, MD 20912
(301) 650-1300

Continuing Education
51 Mannakee Street
Rockville, MD 20850
(301) 279-5188

**MONTGOMERY COLLEGE
LOW PRODUCTIVITY PROGRAM REVIEW RESPONSE**

PROGRAM: Biotechnology Lab Technician

CAMPUS: Germantown

RECOMMENDATION:

Delete Program _____

Continue Program X

*Submit Justification and Documentation in Support of Continuation,
According to MHEC Criteria: centrality to mission and contribution to
economic development*

The Biotechnology Lab Technician Program serves the economic needs of Montgomery County, training and preparing workers in the local burgeoning biotechnology industry. The program has close ties with and the support of area biotechnology firms. Its new mission statement states that Montgomery College leads "in meeting economic and workforce development needs". The Biotechnology Lab Technician Program fulfills this objective and is worth continuing based on the centrality of mission and contribution to economic development criteria identified by MHEC

**Enrollment Report
Biotechnology Lab Technician Program**

The Biotechnology Lab Technician (BT) program has grown significantly the past two years. The number of students taking Biotechnology courses has grown from a handful to about 60. The number of courses being offered has doubled. Class sizes are restricted because of limited bench space.

Biotechnology Credit Offerings	Student Load Hours	% Increase	Sections Offered	% Increase
Fall 99	73		5	
Spring 00	116	59%	4	16%
Fall 00	151	30%	6	36%
Spring 01	178	18%	7	22%
Fall 01 (projected)	240	35%	9	32%
Spring 02 (projected)	286	19%	10	8%

Non-credit Biotechnology Offerings 2000-2001		
Subject	Students	Classes
Cell Culture	17	3
Quantitative Principles	4	1
Nucleic Acids	6	1
Corporate Culture	14	2
GLP/ GMP (OL)	77	4
Totals	118	11

Several things have happened that helped to bring about the surge in enrollment in the BT program and will continue to drive enrollments:

- The incredible growth of the biotech industry in Montgomery County, identified as the nations DNA Alley. The demand for skilled BT workers in the region is extremely high.
- The program is benefiting from a high degree of industry support for scholarships, donations of equipment and disposables, and internships.
- Working closely with local and national biotechnology firms and organizations, the Biotechnology Lab Technician curriculum was revised in Fall 2000. The program now offers a certificate that will increase student's completion rates, as more students are interested in the certificate rather than the degree.
- Montgomery College has aggressively marketed the Biotechnology program over the past year and a half, attracting new students to the program.
- Formally an evening-only program, a day program for BT was started in Fall 2000 in an attempt to attract recent high school graduates.
- A new, talented, energetic full-time faculty member was hired to teach in and coordinate the program. A second full-time faculty member has begun this Fall.
- A newly formed Advisory Committee made up of industry representatives, serves both the credit and non-credit biotechnology programs.
- A second laboratory will be equipped this coming academic year.

The program's biggest challenges so far have been with recruitment of high school graduates into this rigorous science program, lab space and resources. There is no projected decrease in demand for workers, in fact students are offered employment before completing degree requirements.

All the above factors should lead to increased graduation rates in the next two to three years as students work their way through the program. Given that day students will typically take over two years to complete the program and evening students three to four years, the graduation rate should start increasing in 2002-2003.

MONTGOMERY COLLEGE

LOW PRODUCTIVITY PROGRAM REVIEW RESPONSE

PROGRAM: Configuration and Data Management

CAMPUS: Germantown

RECOMMENDATION:

Delete Program X*

Continue Program

*Submit Justification and Documentation in Support of Continuation,
According to MHEC Criteria:*

*The program was deleted in May 1998.

MONTGOMERY COLLEGE

LOW PRODUCTIVITY PROGRAM REVIEW RESPONSE

PROGRAM: Electronic Technology

CAMPUS: Germantown

RECOMMENDATION:

Delete Program X

Continue Program

*Submit Justification and Documentation in Support of Continuation,
According to MHEC Criteria:*

The College is in the process of investigating the incorporation of several of the Electronic Technology courses in a new program, Manufacturing Technology, that is under development.

MONTGOMERY COLLEGE

LOW PRODUCTIVITY PROGRAM REVIEW RESPONSE

PROGRAM: Automation and Control

CAMPUS: Germantown

RECOMMENDATION:

Delete Program X

Continue Program

*Submit Justification and Documentation in Support of Continuation,
According to MHEC Criteria:*

The College is in the process of investigating the incorporation of two of the Automation and Control courses in a new program, Manufacturing Technology, that is under development.

Prince George's Community College

2001 Response

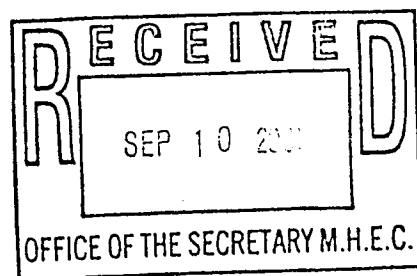
regarding

Low-Productivity Degree Programs



DR. VERA ZDRAVKOVICH
VICE PRESIDENT FOR INSTRUCTION

301 LARGO ROAD
LARGO, MD 20774-2199
301-322-0406
FAX: 301-808-0960
E-MAIL: zdravkvx@pg.cc.md.us



August 30, 2001

Karen R. Johnson, JD
Secretary of Higher Education
Maryland Higher Education Department
16 Francis Street
Annapolis, Maryland 21404-1781

Dear Secretary Johnson:

Re: 491001 Arts and Sciences Transfer – Low Degree Production

The Arts and Sciences Transfer Program is central to our mission as a member of the Association of American Colleges and Universities Greater Expectations Consortium. One of the tenets of the Consortium is a commitment to providing a liberal education for students. The Arts and Sciences Transfer Program offers such an education.

The low productivity in the graduate rate of the program has two causes. One, the program requires four semesters of a foreign language. To avoid taking a foreign language, students frequently change majors informally, that is they do not change the program code when they register each semester. Second, we offer Spanish and French, students desiring some other language transfer before they have sufficient credits to graduate.

As a liberal education community college, we need to offer the program, however, we will review the program to determine what, if any, measures need to be taken to strengthen the graduation rate.

Sincerely,

A handwritten signature in cursive script, appearing to read "Vera Zdravkovich".

Vera Zdravkovich

Wor-Wic Community College

2001 Response

regarding

Low-Productivity Degree Programs



PROGRAM PRODUCTIVITY REPORT

HOTEL-MOTEL-RESTAURANT MANAGEMENT

Wor-Wic Community College's Hotel-Motel-Restaurant Management (HMR) program failed the low-productivity test for Fiscal Years 1998, 1999 & 2000 due to a drop in graduates for the year 2000. The two graduates in FY 2000 dropped the three year total to 14, one under the minimum standard. In FY 2001, the HMR program graduated 9 students and now is above minimum status for FY 1999, 2000 & 2001 with a total of 16 graduates.

Although award production for the HMR program fluctuates greatly, the program serves the hospitality industry in the region well. It provides training for many individuals who do not complete entire programs but learn valuable skills and techniques through courses in the program. In FY 01, the program had 37 declared majors, and as of the Fall semester 2001, the program has grown to 54 declared majors. The HMR program makes a significant contribution to the accomplishment of the college goal to:

Provide programs and courses of an occupational nature to prepare individuals for jobs in the area.

The HMR program has been, since the founding of the college, a mainstay of the "Training Local People for Local Jobs" philosophy. The college has maintained a Worcester County site primarily to house the HMR program and serve the hospitality industry located in the northern end of the county. The college, therefore, intends to continue the HMR program for the benefit of local students and employers. At its June 13, 2001 meeting, the college Board of Trustees voted to exercise its right to request an exemption for the HMR program from the Low-Productivity Degree Program reporting based upon its centrality to the college mission.

University System of Maryland

Coppin State College

Frostburg State University

Salisbury State University

University of Maryland, College Park

University of Maryland Eastern Shore

2001 Response

regarding

Low-Productivity Degree Programs



TOPIC: Recommendations on Academic Programs Identified by MHEC as "Low Productivity"

COMMITTEE: Education Policy

DATE OF COMMITTEE MEETING: September 13, 2001

SUMMARY: Consistent with SB 682, the Maryland Higher Education Commission, along with representatives of the public colleges and universities, developed criteria for identifying low-productivity academic programs. A single criterion, degree production, was selected as the most appropriate method for determining low productivity. Baccalaureate degree programs must graduate five students in the most recently reported year or a total of 15 students in the last three years. Master's programs must graduate two students in the most recently reported year or six in the last three years. Doctoral programs must graduate one student in the most recently reported year or a total of three in the last three years.

However, the Commission recognized that other factors argue for the exemption of some low-productivity academic programs from discontinuation. The Commission developed the following approved exemption categories: liberal arts exemption; access exemption; appropriate duplication exemption; centrality to mission exemption; contribution to economic development exemption; cost factors exemption; and quality of graduates exemption.

On May 15, 2001, the Commission informed Chancellor Donald N. Langenberg that five USM institutions had low-productivity degree programs in 2000. The institutions reviewed the data and, in all cases, made cases for their continuation based upon the approved exemption criteria. The Committee is being asked to review the list of low-productivity programs and the institution's recommendations with respect to them. The Committee will recommend action on the programs to the full Board. Thereafter, the USM will submit its recommendations to MHEC, which will report the results of Board action to the General Assembly.

ALTERNATIVE(S): The Committee might decide to change the institutions' program recommendations.

FISCAL IMPACT: Program discontinuation may, in some instances, yield institutional resources that may be reallocated to other areas. Institutions will not ask for additional new money to sustain low-productivity programs that have received exemptions.

CHANCELLOR'S RECOMMENDATION: That the Committee on Education Policy recommend that the Board of Regents endorse the Low Productivity Program Recommendations outlined on the attached table dated September 5, 2001 for forwarding to the Maryland Higher Education Commission as required by law. It is understood that, regardless of MHEC's decision on program exemptions, the Committee on Education Policy will receive in September, 2006, a report on enrollment and degree awards in all programs granted exemptions for cause during this review cycle.

COMMITTEE RECOMMENDATION:

DATE:

BOARD ACTION:

DATE:

SUBMITTED BY: Charles R. Middleton (301) 445-1992 crm@usmd.edu

MARYLAND HIGHER EDUCATION COMMISSION
Low-Productivity Degree Program Report 2001

Evaluation Criteria for Low-Productivity Degree Programs

A single criterion, degree production, was selected as the most appropriate method for determining low productivity. Commission staff identifies low-producing programs by compiling a three-year history of degrees conferred and identifies all degree programs that fall below the following parameters:

Associate degree programs must graduate five (5) students in the most recently reported year or a total of fifteen (15) students in the last three years.

Baccalaureate degree programs must graduate five (5) students in the most recently reported year or a total of fifteen (15) students in the last three years.

Masters degree programs must graduate two (2) students in the most recently reported year or a total of six (6) students in the last three years.

Doctoral degree programs must graduate one (1) student in the most recently reported year or a total of three (3) students in the last three years.

Approved Exemption Categories

Liberal Arts Exemption: Each institution may request the exemption of five (5) low-demand liberal arts degree programs at the associate or baccalaureate degree level. The liberal arts exemption privilege is intended to address an institutional need to offer certain degree programs with low demand that are central to the institution's role and mission. Once identified by an institution, a degree program carries this designation until the governing board acts to remove it or supplants it with a new degree program.

In addition to the quantitative assessment based on degree production and the five institutional liberal arts program exceptions allowed to each institution, the Commission and public Colleges and Universities recognized six other exemption criteria categories that demonstrate program need and contribution to the institution and to the State of Maryland. The criteria for these potential exemptions include:

Access Exemption: This criterion requires an institution to demonstrate that other existing degree programs or educational delivery systems cannot meet the enrolled students' needs.

Appropriate Duplication Exemption: A comparative analysis that highlights the way a program serves a distinct group of students or fulfills a distinctly different set of program goals shall substantiate this factor.

Coppin State College

PROGRAMS WITH LOW DEGREE PRODUCTION

PROGRAMS	1998	1999	2000
BACHELORS			
220500 HISTORY			
Enrollment	29	24	31
Degrees/Awards	5	5	4

Frostburg State University
PROGRAMS WITH LOW DEGREE PRODUCTION

PROGRAMS	1998	1999	2000
BACHELORS			
150901 PHILOSOPHY			
Enrollment	10	9	10
Degrees/Awards	3	5	1

University of Maryland, College Park

PROGRAMS WITH LOW DEGREE PRODUCTION

REVISED 7/16/01

PROGRAMS	1998	1999	2000
BACHELORS			
130601 NUTRITIONAL SCIENCE			
Enrollment	40	27	35
Degrees/Awards	2	7	4
DOCTORAL			
011300 FOOD SCIENCE			
Enrollment	6	6	8
Degrees/Awards	1	0	0
122000 HEARING & SPEECH SCIENCES			
Enrollment	6	7	7
Degrees/Awards	1	0	0
229902 POLICY SCIENCES			
Enrollment	19	19	24
Degrees/Awards	1	1	0

Salisbury State University

PROGRAMS WITH LOW DEGREE PRODUCTION

PROGRAMS	1998	1999	2000
BACHELORS			
100500 MUSIC			
Enrollment	35	38	37
Degrees/Awards	5	4	1

University of Maryland Eastern Shore

PROGRAMS WITH LOW DEGREE PRODUCTION

PROGRAMS	1998	1999	2000
BACHELORS			
080304 ENGLISH EDUCATION			
Enrollment	26	24	21
Degrees/Awards	2	9	0
080307 SOCIAL SCIENCE EDUCATION			
Enrollment	18	22	18
Degrees/Awards	2	0	4
080310 BIOLOGICAL EDUCATION			
Enrollment	10	174	10
Degrees/Awards	2	1	2
080311 CHEMISTRY EDUCATION			
Enrollment	2	0	0
Degrees/Awards	1	0	0
083300 MATHEMATICS EDUCATION			
Enrollment	6	6	4
Degrees/Awards	2	1	1
083801 BUSINESS EDUCATION			
Enrollment	14	13	12
Degrees/Awards	1	0	3
089901 AGRICULTURE EDUCATION			
Enrollment	4	4	4
Degrees/Awards	0	1	0

SUMMARY OF LOW PRODUCTIVITY PROGRAM RECOMMENDATIONS (BY INSTITUTION)

UNIVERSITY SYSTEM OF MARYLAND

September 5, 2001

Identified Low-Productivity Program: Title and Degree Level	Awaiting MHEC Approval of Hegis Codes	Seeking Exemption: Category (please check)					General Exemption Liberal Arts (< 5)
		Mission Centrality	Quality of Graduates	Access	Appropriate Duplication	Economic Development	
Coppin State College							
History - B							✓
Frostburg State University							
Philosophy - B							✓
Salisbury State University							
Music - B	✓						
University of Maryland, College Park							
Nutritional Science - B			✓				✓
Food Science - PhD			✓				
Hearing and Speech Sciences - PhD			✓				✓
Policy Sciences - PhD							
University of Maryland Eastern Shore							
English Education - B	✓						
Social Science Education - B	✓						
Biological Education - B	✓						
Chemistry Education - B	✓						
Mathematics Education - B	✓						
Business Education - B			✓				
Agriculture Education - B	✓						

Notes

1. The UMCP Policy Sciences doctoral program graduated one student in 2000 and two students in 1999. The 2000 degrees and one of the 1999 degrees were neither reported to nor recorded by MHEC. By virtue of the number of graduates during the last three years, this is not a low-productivity program. Hence, no action is required.
2. Seven secondary education programs at UMES were identified as low-productivity programs: English education, social science education, biological education, chemistry education, mathematics education, business education, and agriculture education. UMES has requested an exemption (for reason of access) for business education. Additionally, UMES has requested that six of these programs be listed under the same HEGIS codes as those used for the academic disciplines with which they are associated (e.g., English education and English listed under the same code). MHEC has responded to the request in the following fashion: "The Commission has not approved the changes requested to the University of Maryland Eastern Shore's Education programs to discipline-based teacher education concentrations. The original education programs are still in effect and have not been removed pending the resolution of issues related to teacher education."

SUMMARY OF LOW PRODUCTIVITY PROGRAM RECOMMENDATIONS

Name of Institution: Coppin State College

Identified Low Demand Program: Title and Degree Level	Recommend Discontinuance	Seeking Exemption: Category (please check)				General Exemption Liberal Arts (< 5)
		Mission Centrality	Quality of Graduates	Appropriate Duplication	Economic Development	
1) History, Geography, & Intl Stud						
2)					X	X
3)						
4)						
5)						
6)						
7)						
8)						
9)						
10)						
11)						
12)						
13)						
14)						
15)						

Duplicate form if necessary to provide sufficient room to report on all programs listed. For each program listed on the summary sheet, please attach a separate form with necessary documentation to support request for exemption.

Signature of President or Designee: _____

Low Program Productivity Review

History 220500

Coppin State College is seeking a "Low Productivity Program" exemption for the History Degree Program. The program has graduated the required fifteen (15) students in the past three years. One student who was graduated in 1998 was not included in the Degree Information System file, which was forwarded to MHEC. A recent review of the file has provided the evidence of this error. A file correction will be forthcoming. Additionally an exemption/exclusion of this program from future low productivity considerations is being proposed. An exemption is being proposed for several exempt categories, Liberal Arts Exemption, and Cost Factor Exemption.

Currently, the program provides all general education course requirements for the entire student body. The degree program is available to majors at no additional cost to the College, since the same number of faculty are required to meet the general education requirements, as are needed to offer the major. Additionally, history and cultural initiatives that enable the College to address its role and mission, result from this department and degree program. As the program graduated the necessary 15 majors over a three-year period, plans for program enhancement and expansion are under way.

Finally, the department has recently received approval to offer a "Global Studies" major, and the department is investigating the addition of "gender" studies to round out the program and attract more students to the major. As a result of the factors indicated, as well as the plans for expanding the major, Coppin State College requests an exemption for the History degree program through the Liberal Arts Exemption and the Cost Factor Exemption. Continuance of this program is recommended.

SUMMARY OF LOW PRODUCTIVITY PROGRAM RECOMMENDATIONS

Name of Institution: Frostburg State University

Identified Low Demand Program: Title and Degree Level	Recommend Discontinuance	Seeking Exemption: Category (please check)					General Exemption Liberal Arts (< 5)
		Mission Centrality	Quality of Graduates	Appropriate Duplication	Economic Development	Cost Factors	
1) Philosophy							X
2)							
3)							
4)							
5)							
6)							
7)							
8)							
9)							
10)							
11)							
12)							
13)							
14)							
15)							

Duplicate form if necessary to provide sufficient room to report on all programs listed. For each program listed on the summary sheet, please attach a separate form with necessary documentation to support request for exemption.

Signature of President or Designee: Stephen Simpson 8/2/01

SUMMARY OF LOW PRODUCTIVITY PROGRAM RECOMMENDATIONS

Name of Institution: SALISBURY UNIVERSITY

Identified Low Demand Program Title and Degree Level	Recommend Discontinuance	Seeking Exemption: Category (please check)				General Exemption Liberal Arts (< 5)
		Mission Centrality	Quality of Graduates	Appropriate Duplication	Economic Development	
1) MUSIC - BACHELORS		X				
2)						
3)						
4)						
5)						
6)						
7)						
11)						
12)						
13)						
14)						
15)						

Duplicate form if necessary to provide sufficient room to report on all programs listed. For each program listed on the summary sheet, please attach a separate form with necessary documentation to support request for exemption.

Signature of President or Designee: *D. A. B. Rowatt*

LOW PRODUCTIVITY PROGRAM RECOMMENDATION

Institution: SALISBURY UNIVERSITY

Degree Level: BACHELORS

HEGIS Code and Program Title: 100500 MUSIC

Check One:

- We are **not** seeking an exemption for this program. We plan to discontinue the program, effective

_____.
(Date of Discontinuance)

We are seeking an exemption for this program on the following grounds:

- Centrality to Mission
 Quality of Graduates
 Access
 Appropriate Duplication
 Contribution to Economic Development
 Cost Factors
 General Exemption Baccalaureate Level Liberal Arts Program

The following documentation is provided in support of this exemption. *(Please refer to second page of March 1, 2000 memorandum from MHEC on low productivity programs for information about documentation. In some cases, data are required, while in others a narrative argument is appropriate. Attach additional pages as necessary.)*

This program contributes both to the mission of the University and to the general education curriculum. It provides students the opportunities to develop professional skills in music composition, vocals, or instrumentals, fulfills one component of the general education requirement, and is mission essential in its MSDE approved teacher education certification in music—a vital facet of the University's comprehensive university status and service to the State of Maryland and the region's Eastern Shore.

The annual number of declared music majors remained consistently in the upper 30's or lower 40's throughout the latter part of the previous decade, and in 2000, remained consistent with the previous year at 37 majors. Additionally, although the number of graduates has declined annually since AY 1995-96, in AY 2000-01, the number of graduates revived to 5—a 400% increase over the previous year and a level meeting MHEC's minimum criterion.

Because the Bachelor of Arts in Music is a component of Salisbury University's focus of preparing liberally educated undergraduate students, and is vital to the University's mission to respond to the educational and cultural needs of the region and state, the University recommends an exemption based upon mission centrality.

Name of Institution: UNIVERSITY OF MARYLAND, COLLEGE PARK

Identified Low Demand Program: Title and Degree Level	Recommend Discontinuance	Seeking Exemption: Category (please check)						
		Mission Centrality	Quality of Graduates	Access	Appropriate Duplication	Economic Development	Cost Factors	General Exemption Liberal Arts (< 5)
1) HEGIS 130601: Bachelors Program in Nutritional Science				X			X	
2) HEGIS 011300: Doctoral Program in Food Science				X		X		
3) HEGIS 122000: Doctoral Program in Hearing and Speech Sciences				X			X	
4) HEGIS 229902: Doctoral Program in Policy Sciences	No Action Required							
5)								
10)								
11)								
12)								
13)								
14)								
15)								

Duplicate form if necessary to provide sufficient room to report on all programs listed. For each program listed on the summary sheet, please attach a separate form with necessary documentation to support request for exemption.

Signature of President or Designee: _____

LOW PRODUCTIVITY PROGRAM RECOMMENDATION

Institution: **UNIVERSITY OF MARYLAND, COLLEGE PARK**
Degree Level: **Bachelors**
HEGIS Code and Program Title: **HEGIS 1306.01 _____ Nutritional Science**

Check One: **No Action Required; See below.**

- We are not seeking an exemption for this program. We plan to discontinue the program, effective _____
(Date of Discontinuance)

We are seeking an exemption for this program on the following grounds:

- Centrality to Mission
- Quality of Graduates
- Access
- Appropriate Duplication
- Contribution to Economic Development
- Cost Factors
- General Exemption Baccalaureate Level Liberal Arts Program

The following documentation is provided in support of this exemption. *(Please refer to second page of March 1, 2000 memorandum from MHEC on low productivity programs for information about documentation. In some cases, data are required, while in others a narrative argument is appropriate. Attach additional pages as necessary.)*

1. Cost Factors: The unit offering this program also offers bachelor's programs in Dietetics (preparing students for a career as a Registered Dietitian) and in Food Science (preparing students for careers in the food industry and in Food Safety.) These programs average about forty graduates a year between them. All but one of the Nutrition courses required or recommended in the Nutritional Science program are required also for the Dietetics program, the Food Science program, or both. Other required courses in Nutritional Sciences are science courses (Chemistry, Biochemistry, BioSciences, Biometrics) also required in a number of other programs. Thus there is little or no additional cost to maintaining the bachelors program in Nutritional Science. See the attached page from the Undergraduate Catalog that lists the requirements for the three programs.

2. Access: The Nutritional Science program emphasizes the physical and biological sciences in relation to nutrition and the development of laboratory skills in these areas. Students in this major frequently go on to graduate school or medical school. This program provides an opportunity for students motivated to pursue a research or medical career who also have a strong interest in nutrition. There were thirteen graduates in the three years under review. There will be fifteen listed in the three years including FY2001.

136 Operations and Quality Management

Program Requirements

I. Dietetics

a. Major Subject Courses

NFSC 100—Elements of Nutrition	3
NFSC 112—Food Science and Technology (Spring only)	3
NFSC 250—Science of Food	4
NFSC 315—Nutrition During the Life Cycle (Spring only)	3
NFSC 350—Food Service Operations	5
NFSC 380—Nutritional Assessment (Fall only)	3
NFSC 440—Advanced Human Nutrition	4
NFSC 460—Medical Nutrition Therapy	4
NFSC 470—Community Nutrition (Spring only)	3
NFSC 491—Issues and Problems in Dietetics (Spring only)	3
(CORE capstone)	3
Subtotal	35

b. Supporting Courses

MATH 113—Elementary Algebra OR	
MATH 115—Precalculus	3
CHEM 103—General Chemistry I	4
CHEM 113—General Chemistry II	4
CHEM 233—Organic Chemistry I	4
CHEM 243—Organic Chemistry II	4
BSCI 105—Principles of Biology I	4
BSCI 230—Cell Biology and Physiology	4
BSCI 440—Mammalian Physiology	4
BSCI 223—General Microbiology	4
SOCY 100—Introduction to Sociology	3
PSYC 100—Introduction to Psychology	3
EDMS 451—Introduction to Educational Statistics OR	
BIOM 301—Introduction to Biometrics	3
BCHM 461—Biochemistry I	3
BCHM 462—Biochemistry II	3
ENGL 101—Introduction to Writing	3
ENGL 393—Technical Writing or ENGL 391—Adv. Composition	3
BMGT 360—Human Resource Management	3
BMGT 364 Management and Organization Theory	3
Additional CORE program courses	18
Restricted Electives	2
Electives	3
Subtotal	85
TOTAL CREDITS	120

II. Food Science

a. Major Subject Courses

NFSC 100—Elements of Nutrition	3
NFSC 112—Food Science and Technology (Spring only)	3
NFSC 250—Science of Food	4
NFSC 398—Seminar	1
NFSC 412—Principles of Food Processing	4
NFSC 421—Food Chemistry	3
NFSC 422—Food Product Research and Development	
(CORE capstone)	3
NFSC 423—Food Chemistry Laboratory	2
NFSC 430—Food Microbiology	2
NFSC 431—Food Quality Control	4
NFSC 434—Food Microbiology Laboratory	2
NFSC 450—Food and Nutrient Analysis	3
Subtotal	34

b. Supporting Courses

MATH 113—Elementary Algebra OR	
MATH 115—Precalculus	3
MATH 220—Elementary Calculus I	3
MATH 221—Elementary Calculus II	3
CHEM 103—General Chemistry I	4
CHEM 113—General Chemistry II	4
CHEM 233—Organic Chemistry I	4
CHEM 243—Organic Chemistry II	4
BCHM 461—Biochemistry I	3
BSCI 105—Principles of Biology I	4
ENBE 414—Mechanics of Food Processing	4
BSCI 223—General Microbiology	4
PHYS 121—Fundamentals of Physics I	4
ENGL 101—Introduction to Writing	3
ENGL 393—Technical Writing	3
BIOM 301—Introduction to Biometrics	3
Additional CORE program requirements	24
Restricted electives	3
Electives	6

Subtotal	86
TOTAL CREDITS	120

III. Nutritional Science

a. Major Subject Courses

NFSC 100—Elements of Nutrition	3
NFSC 112—Food Science and Technology (Spring only)	3
NFSC 315—Nutrition during the Life Cycle (Spring only)	3
NFSC 421—Food Chemistry	3
NFSC 440—Advanced Human Nutrition	4
NFSC 450—Food and Nutrient Analysis	3
NFSC 495—Nutrition Research or CORE Advanced Studies	3
Subtotal	22

b. Supporting Courses

MATH 113—Elementary Algebra OR	
MATH 115—Precalculus	3
MATH 220—Elementary Calculus I	3
CHEM 103—General Chemistry I	4
CHEM 113—General Chemistry II	4
CHEM 233—Organic Chemistry I	4
CHEM 243—Organic Chemistry II	4
BSCI 230—Cell Biology and Physiology	4
BSCI 440—Mammalian Physiology	4
PHYS 121—Fundamentals of Physics I	4
BCHM 461—Biochemistry I	3
BCHM 462—Biochemistry II	3
BCHM 464—Biochemistry Laboratory I	2
BCHM 465—Biochemistry III	3
BSCI 223—General Microbiology	4
BIOM 301—Introduction to Biometrics	3
ENGL 101—Introduction to Writing	3
ENGL 393—Technical Writing	3
BSCI 105—Principles of Biology I	4
BSCI 222—Genetics	4
Additional CORE program requirements	24
Restricted electives	3
Electives	5
Subtotal	98
TOTAL CREDITS	120

Advising

Department advising is mandatory. When planning a course of study, students must consult the Undergraduate Catalog for the year they entered the program and also see an appropriate departmental adviser. Information on advising may be obtained by calling the department office, (301) 405-4520.

Student Organizations

The NFSC Department has two active undergraduate clubs: the Food and Nutrition (FAN) club and the Food Science club, which sponsor outreach activities and speakers on career-related topics, and participate in a variety of social activities. Call (301) 405-4520 for more information.

Course Codes: NFSC

OPERATIONS AND QUALITY MANAGEMENT

For information, consult the Robert H. Smith School of Business entry in chapter 6.

PHILOSOPHY (PHIL)

College of Arts and Humanities

1124 Skinner Building, (301) 405-5689/90

Professor and Chair: Carruthers

Professors: Bub, Cherniak, Darden, Greenspan, Harty, Leshner, Levinson, Martin, Pasch (emeritus), Perkins (emeritus), Rey, Slote, Suppe (emeritus), Svenonius, Wallace (part-time)

Associate Professors: Brown, Celarier (emeritus), Lichtenberg, Manekin, Morreau, Odell, Pietroski, Stairs

Assistant Professors: Kerstein, Washington

Affiliate Professors: Brush, Hornstein

LOW PRODUCTIVITY PROGRAM RECOMMENDATION

Institution: UNIVERSITY OF MARYLAND, COLLEGE PARK
Degree Level: Doctoral
HEGIS Code and Program Title: HEGIS 0113.00 _____ Food Science

Check One:

- We are not seeking an exemption for this program. We plan to discontinue the program, effective _____
(Date of Discontinuance)

We are seeking an exemption for this program on the following grounds:

- Centrality to Mission
- Quality of Graduates
- Access
- Appropriate Duplication
- Contribution to Economic Development
- Cost Factors
- General Exemption Baccalaureate Level Liberal Arts Program

The following documentation is provided in support of this exemption. (Please refer to second page of March 1, 2000 memorandum from MHEC on low productivity programs for information about documentation. In some cases, data are required, while in others a narrative argument is appropriate. Attach additional pages as necessary.)

1. Access: This program and the newly approved program being initiated at UMES are the only Ph.D. programs in Food Science in Maryland. Given the importance of the food production and the biotechnology industries in the state it is essential to have such programs available for students who want advanced training in the field.

2. Contribution to Economic Development:

The Food and Drug Administration is building a major research facility near the University, and has created the Joint Institute for Food Safety and Applied Nutrition in collaboration with the University, in part to facilitate joint research efforts. Faculty, staff, and students in the Food Science program are an important part of this collaboration. Indeed the program has added two new faculty members and a new graduate program director to accommodate this activity.

The program suffered a lull in activity, but is now being revitalized, partly in response to the advent of JIFSAN. Student numbers are already increasing, with four newly admitted for Fall 2001. There is a significant lag between admissions and degrees, however. One Ph.D. was awarded in FY 2001, and several more are anticipated within the next several years as the program continues to ramp up.

LOW PRODUCTIVITY PROGRAM RECOMMENDATION

Institution: UNIVERSITY OF MARYLAND, COLLEGE PARK

Degree Level: Doctoral

HEGIS Code and Program Title: HEGIS 1220.00 _____ Hearing and Speech Sciences

Check One:

- We are not seeking an exemption for this program. We plan to discontinue the program, effective _____
(Date of Discontinuance)

We are seeking an exemption for this program on the following grounds:

- Centrality to Mission
 Quality of Graduates
 Access
 Appropriate Duplication
 Contribution to Economic Development
 Cost Factors
 General Exemption Baccalaureate Level Liberal Arts Program

The following documentation is provided in support of this exemption. (Please refer to second page of March 1, 2000 memorandum from MHEC on low productivity programs for information about documentation. In some cases, data are required, while in others a narrative argument is appropriate. Attach additional pages as necessary.)

1. Access: This is the only Ph.D. program in Hearing and Speech Sciences in the Maryland, Delaware, Northern Virginia, D.C. region, and its graduates staff many of the other programs offered in this area. In particular, four of sixteen faculty at Towson University, including the present and former chair, six of twenty faculty at George Washington University, also including the present and former chair, and three of six faculty at the University of the District of Columbia are graduates of this program. In addition, two recent graduates have very significant leadership positions at the National Institute of Arthritis and Musculoskeletal and Skin Disorders (NIAMS), one as Section Chief in the Speech-Pathology Section, the second as Deputy Director of the Ultrasound Imaging and Oral Pharyngeal Function Laboratory. There is an acute national shortage of Ph.D. graduates in Hearing and Speech Sciences.

2. Cost Factors: The program is offered within a unit that also offers very large programs at the bachelor's and master's levels; only a small number of courses are offered specifically for Ph.D. students. There are ten students currently in the pipeline for receiving the Ph.D., with two degrees expected in FY2002 and two more in FY2003. Only minimal resources could be recovered by eliminating this degree, and then only after a delay of several years at least, to allow enrolled students time to complete their programs.

Another factor is that, about two years from now, the national requirement for certification as an audiologist will require training at the doctoral level, where a masters degree has been sufficient until now. The university is likely to propose a new Ph.D. program in Audiology to accommodate the many practitioners it has already trained at the master's level and new practitioners who will require training in that field. Because of the overlap of the potential new program and the current one, any activities that might be avoided by closing the current program would nevertheless have to be in place to accommodate the new.

LOW PRODUCTIVITY PROGRAM RECOMMENDATION

Institution: UNIVERSITY OF MARYLAND, COLLEGE PARK

Degree Level: Doctoral

HEGIS Code and Program Title: HEGIS 2299-02 _____ Policy Sciences

Check One: No Action Required; See below.

- We are not seeking an exemption for this program. We plan to discontinue the program, effective _____
(Date of Discontinuance)

We are seeking an exemption for this program on the following grounds:

- Centrality to Mission
 Quality of Graduates
 Access
 Appropriate Duplication
 Contribution to Economic Development
 Cost Factors
 General Exemption Baccalaureate Level Liberal Arts Program

The following documentation is provided in support of this exemption. (Please refer to second page of March 1, 2000 memorandum from MHEC on low productivity programs for information about documentation. In some cases, data are required, while in others a narrative argument is appropriate. Attach additional pages as necessary.)

1. Degrees awarded do satisfy the minimum standard, although one degree was not reported to nor recorded by MHEC. In particular, two Ph.D.s were awarded in FY 1999. Only one was reported, however, because one degree awarded in May 1999 was not entered into our records until August 28 of that year. The degrees reported included those entered on or before that August 14. Once missed, these late entered degrees cannot be captured through a later update.

2. More significantly, this doctoral program was reenergized about five years ago, and the corresponding surge in degree production is just beginning. There were no doctoral degrees awarded in FY 2000. Three have already been awarded in FY01, and two more are expected to be completed during the current summer, to be reported in FY02.

SUMMARY OF LOW PRODUCTIVITY PROGRAM RECOMMENDATIONS

Name of Institution: UNIVERSITY OF MARYLAND EASTERN SHORE

Identified Low Demand Program: Title and Degree Level	Recommend Discontinuance	Seeking Exemption: Category (please check)						
		Mission Centrality	Quality of Graduates	Access	Appropriate Duplication	Economic Development	Cost Factors	General Exemption Liberal Arts (< 5)
1) English Education (Bachelor's)*								
2) Social Science Education (B)*								
3) Biological Education (B)*								
4) Chemistry Education (B)*								
5) Mathematics Education (B)*								
6) Business Education (B)				X				
7) Agriculture Education (B)*								
PLEASE NOTE: The University of Maryland Eastern Shore has requested changes in the HEGIS codes and is currently awaiting MHEC's response.								
12)								
13)								
14)								
15)								

Duplicate form if necessary to provide sufficient room to report on all programs listed. For each program listed on the summary sheet, please attach a separate form with necessary documentation to support request for exemption.

Signature of President or Designee: _____

LOW PRODUCTIVITY PROGRAM RECOMMENDATION

Institution: University of Maryland Eastern Shore

Degree Level: Baccalaureate

HEGIS Code and Program Title: 080304 English Education

Check One:

- We are not seeking an exemption for this program. We plan to discontinue the program, effective _____
(Date of Discontinuance)

We are seeking an exemption for this program on the following grounds:

- Centrality to Mission
- Quality of Graduates
- Access
- Appropriate Duplication
- Contribution to Economic Development
- Cost Factors
- General Exemption Baccalaureate Level Liberal Arts Program

The following documentation is provided in support of this exemption. *(Please refer to second page of March 1, 2000 memorandum from MHEC on low productivity programs for information about documentation. In some cases, data are required, while in others a narrative argument is appropriate. Attach additional pages as necessary.)*

The University of Maryland has requested changes to the HEGIS codes for Teacher Education Programs and is currently awaiting MHEC's response.

LOW PRODUCTIVITY PROGRAM RECOMMENDATION

Institution: The University of Maryland Eastern Shore

Degree Level: Baccalaureate

HEGIS Code and Program Title: 080307 Social Science Education

Check One:

We are not seeking an exemption for this program. We plan to discontinue the program, effective _____
(Date of Discontinuance)

We are seeking an exemption for this program on the following grounds:

- Centrality to Mission
- Quality of Graduates
- Access
- Appropriate Duplication
- Contribution to Economic Development
- Cost Factors
- General Exemption Baccalaureate Level Liberal Arts Program

The following documentation is provided in support of this exemption. *(Please refer to second page of March 1, 2000 memorandum from MHEC on low productivity programs for information about documentation. In some cases, data are required, while in others a narrative argument is appropriate. Attach additional pages as necessary.)*

The University of Maryland Eastern Shore has requested changes in the Hegis Codes for Teacher Education Programs and is currently awaiting MHEC's response.

LOW PRODUCTIVITY PROGRAM RECOMMENDATION

Institution: The University of Maryland Eastern Shore

Degree Level: Baccalaureate

HEGIS Code and Program Title: 080310 Biological Education

Check One:

- We are not seeking an exemption for this program. We plan to discontinue the program, effective _____
(Date of Discontinuance)

We are seeking an exemption for this program on the following grounds:

- Centrality to Mission
- Quality of Graduates
- Access
- Appropriate Duplication
- Contribution to Economic Development
- Cost Factors
- General Exemption Baccalaureate Level Liberal Arts Program

The following documentation is provided in support of this exemption. *(Please refer to second page of March 1, 2000 memorandum from MHEC on low productivity programs for information about documentation. In some cases, data are required, while in others a narrative argument is appropriate. Attach additional pages as necessary.)*

The University of Maryland Eastern Shore has requested changes in the Hegis Codes for Teacher Education Programs and is currently awaiting MHEC's response.

LOW PRODUCTIVITY PROGRAM RECOMMENDATION

Institution: The University of Maryland Eastern Shore

Degree Level: Baccalaureate

HEGIS Code and Program Title: 080311 Chemistry Education

Check One:

We are not seeking an exemption for this program. We plan to discontinue the program, effective _____
(Date of Discontinuance)

We are seeking an exemption for this program on the following grounds:

- Centrality to Mission
- Quality of Graduates
- Access
- Appropriate Duplication
- Contribution to Economic Development
- Cost Factors
- General Exemption Baccalaureate Level Liberal Arts Program

The following documentation is provided in support of this exemption. (Please refer to second page of March 1, 2000 memorandum from MHEC on low productivity programs for information about documentation. In some cases, data are required, while in others a narrative argument is appropriate. Attach additional pages as necessary.)

The University of Maryland Eastern Shore has requested changes in the Hegis Codes for Teacher Education Programs and is currently awaiting MHEC's response.

LOW PRODUCTIVITY PROGRAM RECOMMENDATION

Institution: The University of Maryland Eastern Shore

Degree Level: Baccalaureate

HEGIS Code and Program Title: 083300 Mathematics Education

Check One:

We are not seeking an exemption for this program. We plan to discontinue the program, effective _____
(Date of Discontinuance)

We are seeking an exemption for this program on the following grounds:

- Centrality to Mission
- Quality of Graduates
- Access
- Appropriate Duplication
- Contribution to Economic Development
- Cost Factors
- General Exemption Baccalaureate Level Liberal Arts Program

The following documentation is provided in support of this exemption. *(Please refer to second page of March 1, 2000 memorandum from MHEC on low productivity programs for information about documentation. In some cases, data are required, while in others a narrative argument is appropriate. Attach additional pages as necessary.)*

The University of Maryland Eastern Shore has requested changes in the Hegis Codes for Teacher Education Programs and is currently awaiting MHEC's response.

LOW PRODUCTIVITY PROGRAM RECOMMENDATION

Institution: The University of Maryland Eastern Shore

Degree Level: Baccalaureate

HEGIS Code and Program Title: 083801 Business Education

Check One:

We are not seeking an exemption for this program. We plan to discontinue the program, effective _____
(Date of Discontinuance)

We are seeking an exemption for this program on the following grounds:

- Centrality to Mission
- Quality of Graduates
- Access
- Appropriate Duplication
- Contribution to Economic Development
- Cost Factors
- General Exemption Baccalaureate Level Liberal Arts Program

The following documentation is provided in support of this exemption. (Please refer to second page of March 1, 2000 memorandum from MHEC on low productivity programs for information about documentation. In some cases, data are required, while in others a narrative argument is appropriate. Attach additional pages as necessary.)

UMES offers the only Maryland State Department approved Business Education Program on the Eastern Shore, and the Department of Business, Management and Accounting is placing considerable emphasis on recruiting and providing access to students, particularly non-traditional and career-changing adults, to the program.

It is widely acknowledged that Business Education teachers play a vital role in introducing young people and career-changing adults to the business / management and economics / technology aspects of our State. There is a need to continue producing well-qualified teachers in the Business Education area.

To that end, plans are in progress to work with high school students and guidance counselors and inform them of career opportunities available in business education. In addition, the Department faculty have met with a number of Business Education Alumni who have indicated a willingness to assist the Department in recruiting high ability students into the program.

Moreover, greater emphasis is being placed on increasing students' competencies in computer applications, elementary accounting, and other business functions that are necessary to the business and technology sectors of our economy. The revised curriculum is geared towards providing broad knowledge of the business /management process. Through these efforts and without additional cost, the Department anticipates an increase in enrollment and the awarding of an increasing number of degrees in the near future.

LOW PRODUCTIVITY PROGRAM RECOMMENDATION

Institution: The University of Maryland Eastern Shore

Degree Level: Baccalaureate

HEGIS Code and Program Title: 089901 Agriculture Education

Check One:

We are not seeking an exemption for this program. We plan to discontinue the program, effective _____
(Date of Discontinuance)

We are seeking an exemption for this program on the following grounds:

- Centrality to Mission
- Quality of Graduates
- Access
- Appropriate Duplication
- Contribution to Economic Development
- Cost Factors
- General Exemption Baccalaureate Level Liberal Arts Program

The following documentation is provided in support of this exemption. *(Please refer to second page of March 1, 2000 memorandum from MHEC on low productivity programs for information about documentation. In some cases, data are required, while in others a narrative argument is appropriate. Attach additional pages as necessary.)*

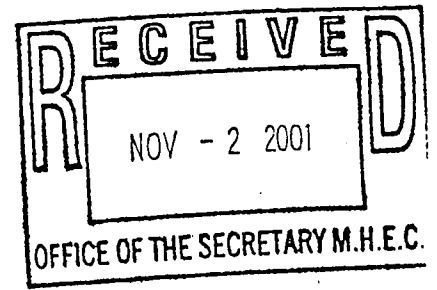
The University of Maryland Eastern Shore has requested changes in the Hegis Codes for Teacher Education Programs and is currently awaiting MHEC's response.

Morgan State University

2001 Response

regarding

Low-Productivity Degree Programs



Vice President for Academic Affairs

October 31, 2001

Ms. Karen R. Johnson, J.D.
Secretary of Higher Education
The Maryland Higher Education Commission
16 Francis Street
Annapolis, Maryland 21401-1781

Dear Ms. Johnson:

Low productivity programs were reviewed by our Board of Regents at their August 21 meeting. We are asking that we be allowed to continue to offer the five academic programs, two baccalaureates and three masters, identified as low productivity programs. These programs support our mission and expressed program emphasis. In each case, efforts/strategies to improve program productivity are underway.

Bachelors Programs

Theater Arts

Many students participate in the annual theatrical production on campus but do not choose to major in Theater Arts.

Low demand for this program has been due in part to the poor quality of our facilities. However, with the completion of the new fine arts center, we now have state-of-the-art facilities for this program. We expect to see renewed interest in Theater Arts as a major.

Economics

Enrollment trends and graduation rates indicate that both the undergraduate and graduate programs in Economics are on the decline. Nevertheless, Economics is critical to the liberal arts foundation offered at the University.

The Department of Economics performs a large service function at the University. It provides cross-disciplinary training for all of the students in the Earl G. Graves School of Business and Management where all majors are required to take four courses. Additionally, it provides cross-disciplinary training for all majors in Political Science in the College of Liberal Arts and Social Science elective in the General Education Core. Because of its large service function and its interdisciplinary connections, the department is literally offering the undergraduate and graduate programs without additional cost to the University.

A vacancy created last year has provided the opportunity to search for a new chairperson for the Economics Department. Aggressive, visionary leadership will enable the department to mount initiatives to revitalize the undergraduate and graduate programs and attract new majors.

Masters Programs

Music

Although the University has developed and sustained an outstanding choral music program over the last thirty-five years, the majority of the participants are not music majors. There are currently about 100 undergraduate music majors but graduate enrollments have consistently been very small.

The environment for this program has been similar to that described above for the Theater Arts program. With the advent of the new fine arts center and an infusion of additional fiscal and human resources, it is reasonable to expect new interest in this program and an attendant increase in enrollment and in graduation rates.

Economics

(Comments provided above refer to both undergraduate and graduate programs.)

International Studies

Enrollment in this program has increased gradually over the last several years; however, the graduation rate has not increased proportionately. It seems that students are taking a longer time in meeting program requirements, especially the foreign language and thesis requirements. The University maintains that these

requirements are essential for the preparation of students in international studies and is working aggressively with them to meet these requirements. New measures have been undertaken to provide assistance for them in meeting the foreign language requirement through the Department of Foreign Languages and through a new program feature that allows them to meet that requirement through university-approved study abroad.

This program, too, has suffered from a leadership crisis. The search for a new chairperson for that department is continuing.

Sincerely,

A handwritten signature in cursive script that reads "Clara I. Adams".

Clara I. Adams

Vice President for Academic Affairs

Cc: Dr Earl S. Richardson