



Rename the Upper Division Certificate in "African American Studies" to "African American and Africana Studies" (Senate Document #23-24-07)

PRESENTED BY Wendy Stickle, Chair, Senate Programs, Curricula, and Courses Committee

REVIEW DATES SEC – September 11, 2023 | SENATE – October 3, 2023

VOTING METHOD In a single vote

**RELEVANT
POLICY/DOCUMENT**

**NECESSARY
APPROVALS** Senate, President, USM Chancellor, and the Maryland Higher Education Commission

ISSUE

The College of Behavioral and Social Sciences's Department of African American Studies proposes to change the name of its Upper Division Certificate in "African American Studies" to "African American and Africana Studies". This program name change reflects the research interests within the department, which have shifted significantly over the years and now include major projects situated in Africa and the Diaspora. This name change is also consistent with many peer institutions in the BIG TEN where department names include African (Michigan, Ohio State), African Diaspora (Indiana) or Africana (Rutgers). Other departments are called "Black Studies" to encompass the global perspective on race. During its more than 50 years of existence, the African American Studies Department has focused on providing critical assessments and solutions for contemporary problems facing the African American community. With faculty trained in sociology, psychology, criminology, African American and American Studies, history and philosophy, the coursework now addresses these issues in a global perspective by examining Africa, the African Diaspora, and the interrelations between peoples of African descent. Existing courses and new courses that are being developed focus on Africa and the Diaspora, and reflect the human, cultural, social, political, economic, and historical factors that have created and shaped the "Black" social experience globally. Separate proposals have also been submitted to change the names of the department and the Bachelor of Arts in "African American Studies" to "African American and Africana Studies".

The proposal was approved by the Senate Programs, Curricula, and Courses committee on September 1, 2023.

RECOMMENDATION(S)

The Senate Committee on Programs, Curricula, and Courses recommends that the Senate approve this name change.

COMMITTEE WORK

The committee considered this proposal at its meeting on September 1, 2023. Sangeetha Madhavan and Ashley Newby, from the Department of African American Studies, and Katherine Russell, from the College of Behavioral and Social Sciences, presented the proposal and answered questions from the committee. The committee approved the proposal.

ALTERNATIVES

The Senate could decline to approve this new program title.

RISKS

If the Senate declines to approve this program title change, the current program will not adequately describe the coursework and activities of the program.

FINANCIAL IMPLICATIONS

There are no significant financial implications for program title changes.

503: AFRICAN AMERICAN AND AFRICANA STUDIES CERTIFICATE

In Workflow

1. D-AASP Curriculum Manager (lahsram9@umd.edu; anewby1@umd.edu)
2. D-AASP PCC Chair (lahsram9@umd.edu; choflet@umd.edu)
3. D-AASP Chair (lahsram9@umd.edu; smadhava@umd.edu)
4. BSOS Curriculum Manager (khal@umd.edu; gdenbow@umd.edu)
5. BSOS PCC Chair (khal@umd.edu)
6. BSOS Dean (khal@umd.edu; krussell@umd.edu; jmcgloin@umd.edu)
7. Academic Affairs Curriculum Manager (mcolson@umd.edu)
8. Senate PCC Chair (mcolson@umd.edu; wstickle@umd.edu)
9. University Senate Chair (mcolson@umd.edu)
10. President (mcolson@umd.edu)
11. Chancellor (mcolson@umd.edu)
12. MHEC (mcolson@umd.edu)
13. Provost Office (mcolson@umd.edu)
14. Undergraduate Catalog Manager (lyokoi@umd.edu; acruz130@umd.edu)

Approval Path

1. Fri, 11 Aug 2023 18:01:58 GMT
Ashley Newby (anewby1): Approved for D-AASP Curriculum Manager
2. Wed, 16 Aug 2023 16:19:16 GMT
Marshal Washington (lahsram9): Approved for D-AASP PCC Chair
3. Wed, 16 Aug 2023 16:37:38 GMT
Sangeetha Madhavan (smadhava): Approved for D-AASP Chair
4. Wed, 16 Aug 2023 16:49:26 GMT
Kristi Hall (khal): Approved for BSOS Curriculum Manager
5. Wed, 16 Aug 2023 18:13:20 GMT
Kristi Hall (khal): Approved for BSOS PCC Chair
6. Wed, 16 Aug 2023 18:21:43 GMT
Katherine Russell (krussell): Approved for BSOS Dean
7. Fri, 25 Aug 2023 19:15:40 GMT
Michael Colson (mcolson): Approved for Academic Affairs Curriculum Manager
8. Fri, 01 Sep 2023 16:11:42 GMT
Wendy Stickle (wstickle): Approved for Senate PCC Chair

History

1. Oct 14, 2019 by William Bryan (wbryan)

Date Submitted: Fri, 11 Aug 2023 17:59:52 GMT

Viewing: 503 : African American and Africana Studies Certificate

Last approved: Mon, 14 Oct 2019 16:01:49 GMT

Last edit: Thu, 17 Aug 2023 17:52:33 GMT

Changes proposed by: Ashley Newby (anewby1)

Proposed Action

Rename Program

Program Name

African American and Africana Studies Certificate

Program Status

Active

Effective Term

Fall 2024

Catalog Year

2024-2025

Program Level

Undergraduate Program

Program Type

Undergraduate Certificate

Delivery Method

On Campus

Departments

Department

African American Studies

Colleges

College

Behavioral and Social Sciences

Program/Major Code

9Z001

MHEC Inventory Program

African American Studies

CIP Code

050201 - African-American/Black Studies.

HEGIS

221100

Degree(s) Awarded

Degree Awarded

Certificate, Upper Division

Proposal Contact

Ashley Newby

Proposal Summary

(PCC Log Number 23029)

Program and Catalog Information

Provide the catalog description of the proposed program. As part of the description, please indicate any areas of concentration or specializations that will be offered.

The Certificate in African American Studies offers undergraduate students an excellent opportunity to develop a specialization in African-American issues while pursuing a major in another field. Certificate students learn about the social, economic, political and cultural history of the African-American people through a concentration of courses they plan with the AASD Academic Advisor. Courses taken toward the certificate also may be used to satisfy General Education requirements and electives.

Earning a Certificate in African American Studies gives students a competitive advantage in the job market by adding greater focus to their undergraduate experience.

Catalog Program Requirements:

Course	Title	Credits
AASP General Education Courses		
AASP100	Introduction to African American Studies	3
AASP101	Public Policy and the Black Community	3
AASP200 or AASP202	African Civilization Black Culture in the United States	3
Upper Division Electives		
AASP	Pre-approved courses 300-level or above in other departments	9
Seminar		
AASP400 or AASP402	Directed Readings in African American Studies Classic Readings in African American Studies	3

Total Credits **21**

- Students must earn a "C-" or above in each course applied toward the certificate.
- Students must have a minimum 2.0 cumulative grade point average across all courses used to satisfy the undergraduate certificate requirements.
- No more than 9 credit hours applied towards a major may be counted for the certificate.
- No more than 9 credit hours may be taken at institutions other than UMD.

For more information, or to apply, please call the African American Studies Department at 301-405-1158. The AASP office is located in 1119 Taliaferro Hall.

Program Modification Information

Impact on current students. It should be specifically acknowledged that students enrolled in the program prior to the effective date of any curriculum change may complete their program under the old requirements if they wish. The courses required must remain available, or suitable substitutions specifically designated.

The changing of the name will not have an effect on current students or the requirements of the certificate.

Linked Programs

Renaming Program

Provide a rationale for renaming the program.

The proposal to rename the certificate is in alignment with our proposal to change the name of the department. The future of African American studies as a field requires the critical assessment and inclusion of the challenges faced by people who share the "racial marker" in the global world of the 21st century. To reflect this shift, we propose a modification of the name of the department from African American Studies (AFAM) to African American and Africana Studies (AAAS). This change is consistent with three important trends. First, the faculty and the research interests of the department have shifted significantly over the years and now includes major research projects situated in Africa and the Diaspora. Second, the undergraduate student body at UMD has changed over the past decade and now has a much higher proportion of first generation or second-generation students from Africa, the Caribbean and elsewhere. Third, it is consistent with the names many of our peer institutions in the BIG TEN where department names include African (Univ. of Michigan, Ohio State), African Diaspora (Indiana) or Africana (Rutgers). Other departments are called "Black Studies" to encompass the global perspective on race. Indeed, intellectual luminaries such as W.E.B. DuBois and icons of the Civil Rights movement including Dr. King and Malcolm X recognized the importance of global connections.

During its more than 50 years of existence, the African American Studies Department at the University of Maryland College Park has focused on providing critical assessments and solutions for contemporary problems facing the African American community. With faculty trained in sociology, psychology, criminology, African American and American Studies, history and philosophy, our department is well positioned to address these issues in a global perspective by examining Africa, the African Diaspora, and the interrelations between peoples of African descent. The name change we are proposing makes visible our main goal - to develop an interdisciplinary vocabulary and method for the study of the interconnections between North America, Africa and the African Diaspora in order to understand similarities and differences in life chances for individuals and communities of "African" descent. While we will of course continue our focus on African American communities, our students will benefit through exposure to global contexts which, in turn, should serve them well on the job market. Indeed, the name change signifies both our continued commitment to the betterment of African American lives and the strengthening of our relevance to the global landscape paying particular attention to diversity within and across groups. Moreover, retaining "African American" in the name ensures continuity of identity for our alumni who comprise a critical constituent. Through the modification of existing courses in the Social/Cultural and Policy tracks and the development of new courses on Africa and the diaspora, we propose to transform the department so that human, cultural, social, political, economic, and historical factors that have created and shaped the "Black" social experience globally, is critically examined through qualitative and quantitative analysis.

The proposed name change is also timely in light of the Anti-Black Racism Initiative (ABRI) and, in particular, the new ABRI minor, which will be housed in our department, and the incorporation of the new Diversity, Equity and Inclusion learning outcomes given the attention to Black diversity in the US and globally.

Supporting Documents

Attachments

AASD to AAAS Name Changes Proposal 08042023.pdf

Next Steps for AASD to AAAS Proposed Changes (2023-2024).docx

Key: 503

Program Change Request

Date Submitted: 08/11/23 1:59 pm

Viewing: **503 : African American and Africana Studies Certificate**

Last approved: 10/14/19 12:01 pm

Last edit: 08/17/23 1:52 pm

Changes proposed by: Ashley Newby (anewby1)

Catalog Pages Using this Program

[African American Studies Certificate](#)

Proposed Action [Rename Program](#)

Program Name

In Workflow

1. D-AASP Curriculum Manager
2. D-AASP PCC Chair
3. D-AASP Chair
4. BSOS Curriculum Manager
5. BSOS PCC Chair
6. BSOS Dean
7. Academic Affairs Curriculum Manager
8. Senate PCC Chair
9. University Senate Chair
10. President
11. Chancellor
12. MHEC
13. Provost Office
14. Undergraduate Catalog Manager

Approval Path

1. 08/11/23 2:01 pm
Ashley Newby (anewby1):
Approved for
D-AASP Curriculum Manager
2. 08/16/23 12:19 pm
Marshal Washington (lahsram9):
Approved for
D-AASP PCC Chair
3. 08/16/23 12:37 pm

Sangeetha

Madhavan

(smadhava):

Approved for

D-AASP Chair

4. 08/16/23 12:49 pm

Kristi Hall (khall):

Approved for BSOS

Curriculum

Manager

5. 08/16/23 2:13 pm

Kristi Hall (khall):

Approved for BSOS

PCC Chair

6. 08/16/23 2:21 pm

Katherine Russell

(krussell): Approved

for BSOS Dean

7. 08/25/23 3:15 pm

Michael Colson

(mcolson):

Approved for

Academic Affairs

Curriculum

Manager

8. 09/01/23 12:11 pm

Wendy Stickle

(wstickle): Approved

for Senate PCC Chair

History

1. Oct 14, 2019 by

William Bryan

(wbryan)

African American and Africana Studies Certificate

Program Status Active

Effective Term Fall 2024

Catalog Year 2024-2025

Program Level Undergraduate Program

Program Type Undergraduate Certificate

Delivery Method On Campus

Departments

Department
African American Studies

Colleges

College
Behavioral and Social Sciences

Program/Major Code 9Z001

MHEC Inventory Program African American Studies

CIP Code 050201 - African-American/Black Studies.

HEGIS 221100

MHEC Recognized Area(s) of Concentration

Degree(s) Awarded

Degree Awarded
Certificate, Upper Division

If other, new degree award:

Proposal Contact

[Ashley Newby](#)

Proposal Summary

[\(PCC Log Number 23029\)](#)

Program and Catalog Information

Provide the catalog description of the proposed program. As part of the description, please indicate any areas of concentration or specializations that will be offered.

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Catalog Program Requirements:

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Seminar		
AASP400	Directed Readings in African American Studies	3
or AASP402	Classic Readings in African American Studies	
Total Credits		21

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Students must have a minimum 2.0 cumulative grade point average across all courses used to satisfy the undergraduate certificate requirements.

No more than 9 credit hours applied towards a major may be counted for the certificate.

No more than 9 credit hours may be taken at institutions other than UMD.

For more information, or to apply, please call the African American Studies Department at 301-405-1158. The AASD office is located in 1119 Taliaferro Hall.

List the intended student learning outcomes. In an attachment, provide the plan for assessing these outcomes.

Program Modification Information

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[The changing of the name will not have an effect on current students or the requirements of the certificate.](#)

Linked Programs

Indicate in the space below all programs to which this program is formally linked (e.g., approved combined bachelor's/master's programs, dual master's programs, or joint-programs with other universities). If the proposed modification will affect the linked program, provide as an attachment the new curriculum for each arrangement and provide supporting correspondence from the director of the linked program.

Renaming Program

Provide a rationale for renaming the program.

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Supporting Documents

Attachments

[AASD to AAAS Name Changes Proposal 08042023.pdf](#)

[Next Steps for AASD to AAAS Proposed Changes \(2023-2024\).docx](#)

Administrative Documents

Reviewer

Comments

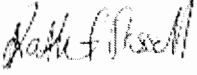
Key: 503



UNIVERSITY OF
MARYLAND
COLLEGE OF BEHAVIORAL AND SOCIAL SCIENCES
Office of the Associate Dean

2141 Tydings Hall
College Park, Maryland 20742
301.405.1692 TEL
www.bsosundergrad.umd.edu

To: Wendy Stickle
Chair, 2023-2024 University Senate PCC Committee

From: Katherine Ford Russell 
Associate Dean, College of Behavioral and Social Sciences

RE: Proposed Department Name Change & Course Prefix Change

Date: August 4, 2023

Attached please find a PCC proposal from the Department of African American Studies (128301) in the College of Behavioral and Social Sciences (28) at University of Maryland.

I am requesting that the University Senate PCC Committee consider only the following two changes in the proposal at this time.

- Change the name of the Department from African American Studies to the **Department of African American and Africana Studies.**
- Change the course prefix from AASP to **AAAS.**

The other three changes described in the attached proposal (change the title of the major, change the title of the certificate, and change the certificate curriculum) will be routed through the appropriate online workflows for separate consideration by the University Senate PCC and VPAC Committees.

Please feel free to be in touch with me or with the BSOS PCC Chair, Kristi Hall, should you have any questions or concerns.

CC: Susan Rivera, Dean, College of Behavioral and Social Sciences
Kristi Hall, Associate Director & BSOS College PCC Chair
Mike Colson, Senior Coordinator for Academic Programs, Office of the Provost

**University of Maryland
PCC Proposal**

PCC Log No: 23024

Program: African American Studies 128301

Department/Unit: African American Studies Department

College/School: BSOS 28

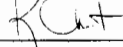

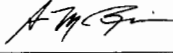
Proposal Contact Person (with email): Ashley Newby, anewby1@umd.edu

Type of Action (check one):

- Change to Unit, Department, or College
- Other:

Please see BSOS memo 08.04.2023. Proposed changes below to be considered at this time include (1) change department name and (4) change course prefix. Proposed changes 2, 3, and 5 will be routed separately via campus online workflow.

Approval Signatures - Please print name, sign, and date. For proposals requiring multiple unit approvals, please use additional cover sheet(s). Digital signatures may be used.

- 1. Department Committee Chair Dr. Robert Choflet 3/10/2023 
- 2. Department Chair Dr. Sangeetha Madhavan 3/10/2023 
- 3. College/School PCC Chair Kristi Hall Aug 5, 2023
- 4. Dean Katherine Russell Aug 4, 2023  Aug 5, 2023
- 5. Dean of the Graduate School (if required) _____
- 6. Chair, Senate PCC _____
- 7. University Senate Chair (if required) _____
- 8. Senior Vice President and Provost _____

Instructions:
When approved by the dean of the college or school, please email the proposal to pcc-submissions@umd.edu.

Summary of Proposed Action (use additional sheet if necessary):

Unit Code(s) (to be entered by the Office of Academic Planning and Programs):

Changes Proposed:

1. Change the name of the department from “African American Studies” to “African American and Africana Studies”
2. Change the title of the undergraduate major from “African American Studies” to “African American and Africana Studies”
3. Change the title of the undergraduate certificate from “African American Studies” to African American and Africana Studies”
4. Change course prefix from AASP to AAAS
5. Modify undergraduate certificate to offer more flexibility for completion.

Summary of Proposed Action:

Name Change:

The future of African American studies as a field requires the critical assessment and inclusion of the challenges faced by people who share the “racial marker” in the global world of the 21st century. To reflect this shift, we propose a modification of the name of the department from African American Studies (AFAM) to African American and Africana Studies (AAAS). This change is consistent with three important trends. First, the faculty and the research interests of the department have shifted significantly over the years and now includes major research projects situated in Africa and the Diaspora. Second, the undergraduate student body at UMD has changed over the past decade and now has a much higher proportion of first generation or second-generation students from Africa, the Caribbean and elsewhere. Third, it is consistent with many of our peer institutions in the BIG TEN where department names include African (Univ. of Michigan, Ohio State), African Diaspora (Indiana) or Africana (Rutgers). Other departments are called “Black Studies” to encompass the global perspective on race. Indeed, intellectual luminaries such as W.E.B. DuBois and icons of the Civil Rights movement including Dr. King and Malcolm X recognized the importance of global connections.

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we propose to transform the department so that human, cultural, social, political, economic, and historical factors that have created and shaped the “Black” social experience globally, is critically examined through qualitative and quantitative analysis.

The proposed name change is also timely in light of the Anti-Black Racism Initiative (ABRI) and, in particular, the new ABRI minor, which will be housed in our department, and the incorporation of the new Diversity, Equity and Inclusion learning outcomes given the attention to Black diversity in the US and globally.

Process

The “name modification” issue has been discussed at multiple faculty retreats over several years and faculty have thoroughly considered the benefits and possible downsides. Through these discussions, we narrowed the options to “African American and Africana” and “Black Studies.” It should be noted that, in recognition of faculty in the History Department whose specialty is African history, we are using *Africana* instead of African Studies. We also confirmed that no other USM campus has a similar name (University of Maryland Baltimore comes closest with “Department of Africana Studies”).

The department held a formal (anonymous) vote on October 5, 2022, including all TTK and PTK faculty, staff and the leadership of the Judge Alexander Williams Jr. Center (JAWC), housed in our department. The ballot offered three options: African American and Africana Studies, Black Studies, and No Change. The results were as follows:

- Department of African American and Africana Studies – 12
- Department of Black Studies – 5
- No change – 1.

Modifications to Certificate

Title of the Certificate:

Certificate in African American and Africana Studies

Start Term for Certificate (modified):

Fall 2023

Table: Structure - Segments and Program Requirements

Segments	Current Requirements	Proposed Changes
1. Required Foundation Courses 9 credits	AASP100	<i>AASP 100 or AASP200</i>
	AASP 101	<i>AASP 101 or AASP202</i>
	AASP200 or AASP202	<i>AASP GenEd of Choice</i>

2. AASP Upper-Level* Elective Courses 9 credits (*300 or 400-Level)	AASP Course of Choice 1	AASP Course of Choice 1
	AASP Course of Choice 1	AASP Course of Choice 1
	AASP Course of Choice 1	AASP Course of Choice 1
3. AASP Seminar Course 3 credits	AASP400 or AASP402	<i>Optional Capstone - Approved AASP 400-level course, Education Abroad experience, UTA, etc.</i>

Current Catalog Description for Certificate:

The Certificate in African American Studies offers undergraduate students an excellent opportunity to develop a specialization in African-American issues while pursuing a major in another field. Certificate students learn about the social, economic, political and cultural history of the African-American people through a concentration of courses they plan with the AASP Academic Advisor. Courses taken toward the certificate also may be used to satisfy General Education requirements and electives. Earning a Certificate in African American Studies gives students a competitive advantage in the job market by adding greater focus to their undergraduate experience.

Rationale for Modifications:

Currently, the Department of African American Studies (AASP) has five undergraduate programs: a B.A. in African American Studies and a B.A. with a Concentration in Public Policy (track), the Certificate in African American Studies, the Minor in African Studies, and the Minor in Black Women's Studies, jointly offered by the Harriet Tubman Department of Women, Gender, and Sexuality Studies.

New Description:

The Certificate in African American and Africana Studies is ideal for students who want to incorporate critical Black studies with their elected major in other departments, schools, or academic programs. Certificate students receive the same interdisciplinary approach used in examining the socio-economic, historical, political, and cultural contributions of people of African descent as the major program. They are encouraged to design their own emphasis area with flexible lower-level requirements and upper-level elective courses. Students interested in a more comprehensive program may consider a track within the major.

Five proposed changes to the certificate are designed to enhance the efficiency of students' ability to complete the certificate program by expanding their flexibility to use multiple AASP courses including GenEd, cross-listed, and approved course offerings to complete certain program requirements. In addition, the number of credits required will be reduced to 18 credits, making 21 credits (capstone options) optional.

Modification 1:

Required Foundation Courses - Segment 1, Course 1 (3 credits): The current certificate requires students to take AASP100, "Introduction to African American Studies." Our revision will add AASP200, "African Civilization", as an option. The addition of AASP200 in this area provides students with an opportunity to think about the focus of their emphasis area, whether the student is interested in courses that are more U.S. based, or global in context. Both courses serve as a foundation for most upper-level courses.

Modification 2:

Required Foundation Courses - Segment 1, Course 2 (3 credits): The current certificate requires students to take AASP101, "Public Policy and the Black Community." Our revision will add AASP202, "Black Culture in the United States", as an option in this area to align certificate requirements more closely with requirements in the major program.

Modification 3:

Required Foundation Courses - Segment 1, Course 3 (3 credits): The current course requirement allows students to select AASP200 or AASP202. The modification in this area will allow students to draw from a more expansive and flexible list of lower-level GenEd courses, including AASP I-Series and cross-listed courses. Students could also select courses not taken as courses 1 or 2 in this segment. And some students may elect to take courses cross-listed from their primary department with AASD to create a path for their emphasis area within the certificate program.

Modification 4:

AASP Seminar Course - Segment 3 (3 credits): The current course requirement allows students to select AASP400, "Directed Readings in African American Studies", or AASP402, "Classic Readings in African American Studies", as a seminar "capstone course" for the program. The modification would eliminate the requirement of a seminar course reducing the total number of credits for the certificate from 21 to 18 credits. In recent years it has been challenging to offer either course for various reasons. We have tried to offer AASP400, the only upper-level GenEd course in the department (with an honors section), however, the scheduling has been infrequent and we've had to approve other AASP 400-level courses in order for students to complete the requirement.

Modification 5:

Optional Capstone - Segment 3 (3 credits minimum): The modification would propose that a capstone for the program would be optional and would expand to include experiential learning with an approved internship, faculty mentoring in a research practicum, an approved Education Abroad experience, a teaching assistantship in an AASP course, or an approved 400-level AASP "seminar" course. This option may be attractive to students who would like to demonstrate a mastery of the discipline within the certificate program while gaining tangible skills and valuable experiences.

Capstone Options:

- AASP386: Experiential Learning in African American Studies, or BSOS355: Social Sciences Internship Practicum (Summer)
- AASP479: Special Research in African American Studies

- TLTC333: Fundamentals of Academic Peer Mentoring & TLTC399: Independent Study in Academic Peer Mentoring
- Education Abroad, an approved experience in the African diaspora
- Seminar, approved AASP 400-level courses, including AASP400 or AASP402 (when offered)

Further, to help students navigate the eligible courses that will count for their elective and optional capstone requirements, each semester in advance of pre-registration, the Academic Advisor will circulate a list of courses that will meet the requirements of the Certificate with suggested emphasis areas.

These proposed changes increase flexibility, thereby aiding in completion of the program. They facilitate the integration of African studies and African diaspora studies into the Certificate, expand on opportunities to utilize more AASD GenEd courses, and continue to draw on the existing expertise that resides in the department and with affiliate faculty, thereby reflecting the interdisciplinary strength of Black studies across campus.

The department voted unanimously (11 for, 0 against) for modifications for the certificate on March 1st, 2023. The vote included TTK and PTK faculty, staff and the leadership of the Judge Alexander Williams Jr. Center (JAWC), housed in our department.

**African American Studies Department
Proposed Naming & Curriculum Changes 2023-2024**

**Summary Table for Administrative Action Steps
August 1, 2023**

Action steps:

1. Step 1A. Katherine writes a cover sheet to append to the departmental name change submitted on April 5 (paper process). The College PCC Chair and Dean sign the PDF cover page.
2. This sheet is both emailed to Mike along with the original document and attached to all following CIM proposals.
3. Steps 1B-C. AASD will complete the academic name changes for the major and the UG certificate (CIM).
4. The department will bundle all 3 name change actions into one senate presentation. This includes: Departmental name change (paper), major name change (CIM), certificate name change (CIM).
5. Step 2A. Once the Step 1B name change is approved by MHEC and USM, AASD will create a CIM modification to align their major requirements published in the catalog with their current approved major program.
6. Step 2B. Once the Step 1C name change is approved by MHEC and USM, AASD will create a CIM modification to modify the UG certificate.
7. Step 3A. Once the department name change is approved (1A.), the department will create new courses with the AAAS prefix.
8. The department will have to replace scheduled AASP courses with the new AAAS courses during the course scheduling window.
9. Step 3A. Campus will retire AASP courses.
10. Step 3B. Department abbreviation update
11. Step 3C. Change name in DIV IT database

Step	Change	Details of Change	Action Steps for AAAS Team	Formal Submission Steps	Current Notes
Step 1 (A-C) should go through the process together so that they can be presented at the same Senate PCC and Senate meetings.					
1A.	Department Name Change	"African American	Cover letter must be	Attach the cover letter to	Katherine will write a cover

Step	Change	Details of Change	Action Steps for AAAS Team	Formal Submission Steps	Current Notes
		<p>Studies Department”</p> <p>to</p> <p>“African American and Africana Studies Department”</p>	<p>created and signed by Susan (Dean), Katherine (UG Dean), and Kristi (PCC Chair).</p> <p>This is DONE. Here is a link to the final combined signed memo / proposal from BSOS.</p>	<p>to “Department Name Change Form,” which was submitted to Mike Colson by Ashley Newby on 4/5/23.</p> <p>Submit this as an email to Mike and also as an attachment in every CIM proposal.</p> <p>Done via PDF/Paper process.</p>	<p>letter that explains the request is only for (1) the department name change and (2) to request the new course prefix AAAS. The requests to rename the academic programs and program curricula will be submitted separately, because they are CIM processes. This PDF will be added as an attachment to the CIM name change proposals and also emailed to Mike with a copy of the original submission. This proposal will have to be approved by the Senate PCC committee, University Senate, and USM Chancellor.</p> <p>Done: Here is a copy of the combined memo & proposal.</p>
1B.	Academic Major	“African	Dept will enter	Done via CIM	This must be

Step	Change	Details of Change	Action Steps for AAAS Team	Formal Submission Steps	Current Notes
	Name Change	American Studies Major” to “African American and Africana Studies Major”	in CIM & attach master PCC form with all proposed changes (Ashley’s original proposal)	program title change process for undergraduate major entry. CIM Workflow https://coursele.af.umd.edu/programadmin/	done and at campus level by October to have Fall 2025 launch. Can be done concurrent with 1C. This proposal will have to be approved by the Senate PCC committee, University Senate, USM Chancellor, and MHEC.
1C.	Academic Certificate Name Change	“African American Studies Certificate” to “African American and Africana Studies Certificate” <i>(Note: Minor in African Studies, Minor in Black Women’s Studies and Minor in Anti-Black Racism will not change titles)</i>	Dept will enter in CIM & attach master PCC form with all proposed changes (Ashley’s original proposal)	Done via CIM program title change process for the undergraduate certificate entry. CIM Workflow https://coursele.af.umd.edu/programadmin/	Current curricular modification draft needs to be scrapped (Mike can do this) so that no curricular changes are included with the name change proposal. This is a distinct PCC from 1A, but should be submitted at the same time as 1A. This proposal will have to be approved by the Senate PCC committee, University Senate, USM Chancellor, and MHEC.

Step	Change	Details of Change	Action Steps for AAAS Team	Formal Submission Steps	Current Notes
<p>2A.</p> <p>Note: 1B must be approved fully before we can start this.</p>	<p>Curriculum Changes to the AASD/AAAS Major?</p>	<p>The Dept is not proposing any major changes at this time. However, the previous major change proposals were not completely executed and need to be aligned with a correct, approved curriculum.</p>	<p>Dept will modify the curriculum record to reflect the actual curriculum and 4 year plan.</p>	<p>CIM system (code 504)</p> <p>CIM Workflow https://courseleaf.umd.edu/progamadmin/</p>	<p>Can be immediately working on this as a draft so that once 1B and 1C are approved, they can immediately submit.</p> <p>Note: I would work on a paper draft first then put in CIM.</p> <p>This proposal will have to be approved by the BSOS & Senate PCC committees.</p>
<p>2B.</p> <p>Note: 1C must be approved fully before we can start this.</p>	<p>Curriculum Changes for the AASD/AAAS Certificate</p>	<p>Minor changes to the curriculum listed in the original proposal, with corrections for # of credits.</p>	<p>Dept needs to enter the proposed curriculum changes for the certificate in CIM. Per the 4/28/23 email chain, total credits need to be at least 21 for a certificate.</p>	<p>CIM system (code 503)</p> <p>CIM Workflow https://courseleaf.umd.edu/progamadmin/</p>	<p>Last semester, the proposal was returned because the changes would have reduced the credits below the campus minimum. The proposal needs to be resubmitted. See policy for undergraduate certificates: https://provost.umd.edu/pcc/certificate</p> <p>This proposal will have to be approved by the Senate</p>

Step	Change	Details of Change	Action Steps for AAAS Team	Formal Submission Steps	Current Notes
					PCC committee.
3A. Note: Can be started as soon as the department name change (1A.) is approved.	Create AAAS courses based on existing AASP courses.	The department/college will create new AAAS course proposals for every existing AASP course that they plan to continue to offer.	<p>Dept/College will go through the existing catalog of AASP courses and create a new duplicate proposal for the AAAS course which will replace it. All AASP courses will be retired at the end of this process.</p> <p>Course information should include Formerly and Credit Only Granted For information. Note that repeatable courses do not need the Credit Only Granted For information.</p>	<p>These are standard VPAC submissions:</p> <p>CIM Workflow: https://coursele.af.umd.edu/courseadmin/</p> <p>All AAAS courses have to be submitted individually, but can be submitted at the same time.</p>	<p>3 step process: (1) create AAAS courses through VPAC process. (2) Retire AASP courses. (3) Remove AASP courses from the schedule and replace with AAAS courses.</p> <p>Note: This last step is a long process because courses are scheduled six months in advance. The AASP courses will have to be removed and replaced by the AAAS courses during the course scheduling window. There is training available on how to do this.</p>
3B. Note: Can be started as soon as the department name change 1A. Is approved.	Department Informal Abbreviation Change	Change AFAM/AASD to AAAS	Chair should notify Laura Ours and Tom Bacho when a date is established to update all dept branding. This should coincide with	This is an informal change. Not a campus system change	

Step	Change	Details of Change	Action Steps for AAAS Team	Formal Submission Steps	Current Notes
			the change in Department name.		
3C. Note: Can be started as soon as the department name change 1A. is approved.)	Department Unit Name needs to change in Division of IT datatable of units.		Contact Huifang Pan in DIV IT for instructions: https://umd.servicenow.com/itsupport?id=kb_article_view&sysparm_article=KB0012356&sys_kb_id=1945caf1b1b8c1036c3a9fbbc4bcbdb and this: https://umd.servicenow.com/sys_attachment.do?sys_id=f47400ef97983990b8253b0e6253af35&view=true		

Note that Katherine asked that a single document be created that includes a description for all of these changes in one document. That summary document should be attached to ALL of these separate processes. However, separate processes are also required.