

MHEC
Creating a state of achievement

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor


Anwer Hasan
Chairperson

Elisabeth A. Sachs
Interim Secretary

MEMORANDUM

DATE: April 28, 2011

TO: Ms. Tina M. Bjarekull
Dr. William E. Kirwan
Ms. Elizabeth Kulbicki-Hepler
Dr. Joseph R. Urgo
Mr. H. Clay Whitlow
Dr. David Wilson
College and University Chief Academic Officers

FROM: Elisabeth A. Sachs 
Interim Secretary of Higher Education

SUBJECT: Request for Academic Course

Aberdeen Proving Ground (APG) has asked the Maryland Higher Education Commission (the Commission) to circulate the attached Request for Proposals to all Maryland institutions of higher education. APG has conducted an analysis of the needs their active duty personnel and civilian employees and has determined that there is a requirement for an undergraduate **course in Principles of Management**.

Institutions have 30 calendar days in which to respond, therefore responses will be due **by May 27, 2011**. Copies of any proposal should be forwarded to both:

Email to: maria.layton@us.army.mil

Email to: Acadprop@mhec.state.md.us

Maria Layton, Chief
G1 Human Resources Dev. Div.
US Army CECOM
Aberdeen Proving Grounds
443-395-3279

Dr. Sue A. Blanshan
Director of Academic Affairs
Maryland Higher Education Commission
410-260-4533

After the May 27, 2011 closing date, APG will consult with the Commission as to whether or not a proposal has been accepted. If none of the in-state higher education institutions submit an acceptable response to the RFP, APG may submit the Request for Proposals to one or more out-of-state higher education institutions. The Commission will need to approve any program from any institution, in-state or out-of-state, utilizing the application and procedures found in COMAR 13B.02.01 and 13B.02.03.

EAS:SAB:ct

Request for Academic Course (RFAC) - APG

The Maryland Higher Education Commission (MHEC), working in support of anticipated training requirements at Aberdeen Proving Ground (APG), is soliciting proposals for the following academic program:

One semester undergraduate course (3 semester credit hours) Principles of Management

GOAL: To establish a relationship with a Maryland institution of higher education to serve the local needs of US Army Acquisition Logistics & Technology Work Force (AL&TWF) employees at Aberdeen Proving Ground that will provide academic training in support of the educational needs of AL&TWF employees toward Army Acquisition Corps (AAC) eligibility requirements.

PROGRAM CHARACTERISTICS

- I. Overview: This course will serve a diverse number of employees at APG who require credits in business related disciplines to meet the eligibility requirements for the Army Acquisition Corps. This course will provide 3 semester hours (Quarter- or trimester-hours must be converted to semester hours) towards the AAC requirement for at least 24 semester credit hours from among the following disciplines: *accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.*

Students enrolling in this course will be government employees who may already have a Bachelors Degree or higher in a non-business discipline (e.g., engineering, information technology, logistics, or education) and who require the necessary business related credits in the disciplines listed in italics above.

- II. Design:
- The partnering institution must be an accredited institution of higher education.
 - The partnering institution should provide the students with academic support services.
 - The partnering institution shall provide textbook purchasing and registration services at APG.
 - The course will be offered after normal duty hours, preferably beginning at 5 PM, and offered either as a 3-hour class one night a week or split into 2 90 minute sessions twice a week.
 - Distance learning programs will also be acceptable and provide some degree of flexibility to employees who must balance frequent travel for work with successful completion of the academic program.
- III. Location: It is desired that programs be conveniently accessible to the workforce at APG and in the APG area (either on the installation or no more than a few miles from the installation)

Institutions requesting any additional information may contact:

Maria Layton
Chief, G1 Human Resources Development Division, US Army CECOM
(443) 395-3279
maria.layton@us.army.mil

Maryland Higher Education Contact Person:

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