

CHANGE GRADUATE/UNDERGRADUATE CERTIFICATE

Fill out this form to change an existing certificate. This form should be used for both undergraduate certificates and graduate certificates.

Once approved at the college level, your college will send the proposal to the appropriate Senate academic council (HCCC and/or GC) for review and approval. Once approved at the academic council level, the academic council will send your proposal to the Senate Council office for additional review and then a 10-day posting online, during which senators review on their own and have an option to register an objection if they so desire. If no objection is raised to the Senate Council Office within ten days of the posting the proposal, then the graduate certificate change is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities, including the contact person.

For each change, you MUST enter the current language/requirement as well as the proposed change.

SUMMARY OF CHANGES							
Check all that apply.							
<input type="checkbox"/>	Courses	<input type="checkbox"/>	Certificate Name	<input type="checkbox"/>	Total required credit hours	<input type="checkbox"/>	Certificate review
<input type="checkbox"/>	Criteria for admissions/progression/termination			<input checked="" type="checkbox"/>	Other		
1. General Information							
1a	Change is for:	<input type="checkbox"/>	UNDERGRADUATE CERTIFICATE	OR	<input checked="" type="checkbox"/>	GRADUATE CERTIFICATE	
1b	Date of contact with Institutional Effectiveness (IE) ¹ :	9/14/18					
	<input type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.						
1c	College ² :	College of Education		Department ² :	Kinesiology and Health Promotion		
1d	CIP code:	Current CIP code is 34.0103 but proposed CIP will be 51.0001					
1e	Current certificate name:	Health Coaching		Proposed certificate name:			
1f	Today's Date:	9/14/18					
1g	Requested effective date:	<input checked="" type="checkbox"/>	Fall semester following approval.		OR	<input type="checkbox"/>	Specific Date ³ : <i>Fall 20</i>
1h	Contact person name:	Melinda Ickes		Phone / Email:	859-257-1625 / melinda.ickes@uky.edu		
2. Overview of Changes							
2a	Describe the rationale for the change(s), including (as appropriate) input from an advisory board, professional body, etc. (450 word limit)						
	The Health Coaching, Graduate Certificate was given a CIP Code of 34.0103 back in 2014 when it was approved by the senate. However the CIP CODE, is not recognized as a valid CIP CODE for reporting and so the University cannot enter completion data on this program to IPEDS. The proposed CIP CODE (51.0001)						

¹ You can reach Institutional Effectiveness by phone or email (257-1962 or OSPIE@l.uky.edu).

² It is not possible to change the home academic unit of a certificate via this form. To change the home unit, visit <https://www.uky.edu/universitysenate/forms> and look for the heading, "Forms Related to Academic Organizational Structure."

³ No certificate changes will be effective until all approvals are received.

	has been approved by CPE as a valid code.					
3a.	Will the requested changes result in the use of courses from another unit?				Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," describe generally the courses and how they will used.					
	If "Yes," two pieces of supporting documentation are required.					
	<input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director ⁴ from which individual courses will be used.					
	<input type="checkbox"/> Check to confirm that appended to the end of this form is verification that the chair/director of the other unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.					
3. Non-Course Related Changes						
3a	Will the certificate's admissions and/or application procedures change?				Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," describe below. (150 word limit)					
	Current:			Proposed:		
4. Course-Related Changes						
4a	Will the required courses for the certificate change? (If "Yes," indicate and note the changes in the area below. If "No," indicate and proceed to 4b.)				Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," note the specific changes in the grid below.					
Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ⁵
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
4b	Provide the Bulletin language about required courses.					
4b	Will the elective courses for the certificate change? (If "Yes," indicate and note the changes in the area below. If "No," indicate and proceed to 5a.)				Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," note the specific changes in the grid below.					
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ⁶

⁴ A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

⁵ Use the drop-down list to indicate if the course is a new course ("new"), an existing course that will change ("change"), or if the course is an existing course that will not change ("no change").

⁶ Use the drop-down list to indicate if the course is a new course ("new"), an existing course that will change ("change"), or if the course is an existing course that will not change ("no change").

CHANGE GRADUATE/UNDERGRADUATE CERTIFICATE

			<i>Nmbr</i>			
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

4c Provide the Bulletin language about elective courses.

5. Other Changes

5a Are there any other changes to the certificate? If "Yes," note below. (150 word limit) Yes No

6. Approvals/Reviews

Information below does not supersede the requirement for individual letters of support from educational unit administrators and verification of faculty support (typically takes the form of meeting minutes).

	Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email
6a	(Within College)		
	Department of KHP	9/17/18	859 / 257 / 5826 Ben Johnson, Chair BFJohnson@uky.edu
	Courses & Curricula	10/04/18	Jane Jensen / 257-1929 / jane.jensen@uky.edu
	College of Education	11/01/18	Melody Noland/323-7482/mnola01@email.uky.edu
			/ /

6b (Collaborating and/or Affected Units)

			/ /
			/ /
			/ /
			/ /
			/ /

6c (Senate Academic Council) **Date Approved** **Contact Person Name**

	Health Care Colleges Council (if applicable)		
	Graduate Council		

RE: REVISED CIP CODE NEEDED: Health Coaching

Weber, Annie

Fri 9/14/2018 2:47 PM

To: Noland, Melody <mnola01@email.uky.edu>; Pearson, RaeAnne <raeanne.pearson@uky.edu>; Sandidge, Rosetta <rosetta.sandidge@uky.edu>;

Cc: Skoll, Diane <skolld@email.uky.edu>; Wielgus, Kimberly <kimberly.wielgus@uky.edu>; Johnson, Benjamin <bfjo225@uky.edu>; Ickes, Melinda <melinda.ickes@uky.edu>;

I just spoke with CPE and they are fine with us moving to the 51. Code, using the fact that the 34 code won't work for IPEDS.

Annie

From: Noland, Melody

Sent: Friday, September 14, 2018 2:44 PM

To: Pearson, RaeAnne <raeanne.pearson@uky.edu>; Sandidge, Rosetta <rosetta.sandidge@uky.edu>

Cc: Skoll, Diane <skolld@email.uky.edu>; Wielgus, Kimberly <kimberly.wielgus@uky.edu>; Weber, Annie <ann.weber@uky.edu>; Johnson, Benjamin <bfjo225@uky.edu>; Ickes, Melinda <melinda.ickes@uky.edu>

Subject: RE: REVISED CIP CODE NEEDED: Health Coaching

RaeAnne, thanks so much for all the information. I can't figure out what to do if they won't accept a 51.xxxx group or a 34.xxxx group CIP code. Fingers crossed that they take the 51.1001!

Melody

From: Pearson, RaeAnne

Sent: Friday, September 14, 2018 2:42 PM

To: Noland, Melody <mnola01@email.uky.edu>; Sandidge, Rosetta <rosetta.sandidge@uky.edu>

Cc: Skoll, Diane <skolld@email.uky.edu>; Wielgus, Kimberly <kimberly.wielgus@uky.edu>; Weber, Annie <ann.weber@uky.edu>; Johnson, Benjamin <bfjo225@uky.edu>; Ickes, Melinda <melinda.ickes@uky.edu>

Subject: RE: REVISED CIP CODE NEEDED: Health Coaching

Melody & Melinda,

Annie has a call into CPE to determine whether we can change this to a 51.XXXX CIP Code. Hold off completing the form until we can confirm that CPE will accept the change. Also, we can't use anything in the 34.XXXX Group as we will be in the same situation as we have currently.

You will use this Senate form to submit the change:

https://www.uky.edu/universitysenate/sites/www.uky.edu.universitysenate/files/Files/Forms/Certificate%20Change_Final.docx

You only need to complete items 1a through 2a and then 6. For the CIP Code (item 1c.) use this format: current CIP is

XX.XXX but proposed CIP will be YY.YYYY

The change will go through your Department/College and then be submitted to the Senate.

Melody, here is a copy of a recent CIP Change, unfortunately it is on an old form so I don't think it will be much help:

https://www.uky.edu/universitysenate/sites/www.uky.edu.universitysenate/files/PhD%20%20Name%20Change%20from%20ANA%20to%20Neuroscience_postxmtl.pdf

RaeAnne Pearson , Ph.D.

Planning and Accreditation Coordinator

University of Kentucky

Office of Planning and Institutional Effectiveness

From: Noland, Melody

Sent: Friday, September 14, 2018 1:41 PM

To: Pearson, RaeAnne <raeanne.pearson@uky.edu>; Sandidge, Rosetta <rosetta.sandidge@uky.edu>

Cc: Skoll, Diane <skollid@email.uky.edu>; Wielgus, Kimberly <kimberly.wielgus@uky.edu>; Weber, Annie <ann.weber@uky.edu>; Johnson, Benjamin <bfjo225@uky.edu>; Ickes, Melinda <melinda.ickes@uky.edu>

Subject: RE: REVISED CIP CODE NEEDED: Health Coaching

Hi RaeAnne and others, I think the 51.1001 Health and Wellness General is definitely the best choice.

A second choice might be: [Health Related Knowledge and Skills](#) 34.0199

I am attaching a list of CIP codes that I had on my computer that are related to Kinesiology and Health Promotion, so you can look and see if anything else looks better. This is the only one I see that would even come close. I definitely think that 51.1001 is the most descriptive.

Thanks for your instructions about doing a program change when I talked to you on the phone just now. We really appreciate your help.

The example you are sending will be great.

Thanks again

Melody

From: Pearson, RaeAnne

Sent: Friday, September 14, 2018 12:53 PM

To: Sandidge, Rosetta <rosetta.sandidge@uky.edu>; Noland, Melody <mnola01@email.uky.edu>

Cc: Skoll, Diane <skollid@email.uky.edu>; Wielgus, Kimberly <kimberly.wielgus@uky.edu>; Weber, Annie <ann.weber@uky.edu>; Johnson, Benjamin <bfjo225@uky.edu>; Ickes, Melinda <melinda.ickes@uky.edu>

Subject: RE: REVISED CIP CODE NEEDED: Health Coaching

There may be a hiccup with the 51.1001 CIP Code and we will have to consult with the State's CPE on this. You may want to think of a back up choice.

I'll be in touch. Thanks for the fast response.

RaeAnne Pearson , Ph.D.
Planning and Accreditation Coordinator
University of Kentucky
Office of Planning and Institutional Effectiveness

From: Sandidge, Rosetta
Sent: Friday, September 14, 2018 12:00 PM
To: Noland, Melody <mnola01@email.uky.edu>
Cc: Skoll, Diane <skolld@email.uky.edu>; Wielgus, Kimberly <kimberly.wielgus@uky.edu>; Weber, Annie <ann.weber@uky.edu>; Johnson, Benjamin <bfjo225@uky.edu>; Ickes, Melinda <melinda.ickes@uky.edu>; Pearson, RaeAnne <raeanne.pearson@uky.edu>
Subject: RE: REVISED CIP CODE NEEDED: Health Coaching

Hi Melody,

I want to keep you in the loop on this discussion, given your new role as interim associate dean. Please feel free to chime in on the conversation.

Thanks,
Rosetta

From: Ickes, Melinda
Sent: Friday, September 14, 2018 11:57 AM
To: Pearson, RaeAnne; Sandidge, Rosetta
Cc: Skoll, Diane; Wielgus, Kimberly; Weber, Annie; Johnson, Benjamin
Subject: Re: REVISED CIP CODE NEEDED: Health Coaching

Hi, RaeAnne.

Thanks so much for bringing this to our attention. Would the following CIP Code be appropriate? It seems to be more wellness focused (compared to physical activity) which aligns with the Graduate Certificate.

Health and Wellness, General (51.0001)

A program of study that prepares individuals to assume roles as health/wellness professionals in private business and industry, community organizations, and health care settings. Includes instruction in personal health, community health and welfare, nutrition, epidemiology, disease prevention, fitness and exercise, and health behaviors.

For the program change, I am assuming we will need to go through the full process...department, college, Grad Council, Senate, correct? I can work on the program change as soon as possible once you and Rosetta approve this code.

Let me know if you need anything else in the meantime.

Happy Friday!

Mindy

Melinda J. Ickes, Ph.D.

Associate Professor
Department of Kinesiology and Health Promotion
College of Education
111 Seaton Building
University of Kentucky
859-257-1625
melinda.ickes@uky.edu

For more information on the [health promotion](#) programs at UK, visit our website

:

<https://2b.education.uky.edu/khp/>

Learn about UK's Tobacco-free Policy and report violations of the policy: <http://www.uky.edu/TobaccoFree/>

Join *Go Tobacco-free News* <http://tinyurl.com/gotobaccofreenews>

Follow [@UKTakeAction](#) and [@GoTobaccofree](#)

"We make realities out of our dreams and dreams out of our realities. We are the dreamers of the dream." ~Roald Dahl

From: Pearson, RaeAnne
Sent: Friday, September 14, 2018 11:46 AM
To: Sandidge, Rosetta; Ickes, Melinda
Cc: Skoll, Diane; Wielgus, Kimberly; Weber, Annie
Subject: REVISED CIP CODE NEEDED: Health Coaching

Hello Rosetta & Melinda,

I know you love talking about CIP Code! It recently came to my attention that the Health Coaching, Graduate Certificate was given a CIP Code of 34.0103 back in 2014 when it was approved by the senate. However the CIP CODE, is not recognized as a valid CIP CODE for reporting and so the University cannot enter completion data on this program to IPEDS:

Detail for CIP Code 34.0103

[Print](#)

Title: Personal Health Improvement and Maintenance.

Definition: A program that focuses on the principles, techniques, and methods by which individuals can maintain or improve their overall physical and emotional well-being, as well as work on specific areas of personal health. This CIP code is not valid for IPEDS reporting.

I also found some additional information on the NCES website that would suggest that the issue of using this CIP Code is beyond simply reporting errors.

Personal Improvement and Leisure (Avocational) Programs (Series 32, 33, 34, 35, 36, & 37) These CIP codes should be used for programs that equip individuals with knowledge and skills related to personal growth and leisure-time pursuits. Most of the programs are designed for adult learners. They are not formal academic or occupationally-specific programs and do not result in transferable credit or formal awards. The CIP codes in this group are not valid for IPEDS reporting.

To report this to IPEDS we need to select a new CIP Code and then the program will have to submit a program change to the senate. I don't think we can fast track this proposal at the Senate but we need to fast track the selection as IRAA needs to submit their IPEDS data. I would suggest either 31.0501 or 31.0599, however you can review the full list of options on the NCES page (<https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>) .

Detail for CIP Code 31.0501

[Print](#)

Title: Health and Physical Education/Fitness, General.

Definition: A general program that focuses on activities and principles that promote physical fitness, achieve and maintain athletic prowess, and accomplish related research and service goals. Includes instruction in human movement studies, motivation studies, rules and practice of specific sports, exercise and fitness principles and techniques, basic athletic injury prevention and treatment, and organizing and leading fitness and sports programs.

Detail for CIP Code 31.0599

[Print](#)

Title: Health and Physical Education/Fitness, Other.

Definition: Any instructional program in health and physical education/fitness not listed above.

Action: No Substantive Changes

Please let me know if you have any questions, and if you could let me know the choice of CIP CODE as soon as possible it would be very much appreciated.

Best,



RaeAnne Pearson, Ph.D.

Planning and Accreditation Coordinator

University of Kentucky

Office of Planning and Institutional Effectiveness

Patterson Office Tower #555

Lexington, KY 40506

859-218-4009