

**MEMORANDUM**

**TO:** COE Committee on Courses and Curriculum

**FROM:** Jared R. Stallones, Ph.D. *JRS*  
Chair, Department of Curriculum and Instruction

**RE:** Change to UK Bulletin Text

**DATE:** October 15, 2018

In our Department meeting on October 12, 2018, the following motion passed unanimously.

Motion: Curriculum and Instruction supports the Elementary Education program change to include the phrase "Students must earn a C or better in all of the following courses and/or program approved substitutions" under the headings of Program Related Studies and Professional Education Requirements in the Undergraduate Bulletin.

CHANGE UNDERGRADUATE DEGREE PROGRAM

*PLEASE NOTE: To ensure that a series of changes to an existing degree program does not essentially create a new program, the Southern Association for the Accreditation of Colleges and Schools (SACS) requires submission of its Substantive Change Checklist for every program change. Prior to college-level review, you must fill out and submit the [SACS Substantive Change Checklist](#) to the Office of Institutional Effectiveness. Contact Institutional Effectiveness ([OSPIE@uky.edu](mailto:OSPIE@uky.edu)) for assistance.*

*Once approved at the college level, your college will send the proposal to the appropriate Senate academic council (HCCC and/or UC) 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 program change is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities, including the contact person.*

For every proposed change, you MUST also include the existing requirement.

**SUMMARY OF CHANGES**

**Check all that apply.**

<input type="checkbox"/> Courses	<input type="checkbox"/> Program name	<input type="checkbox"/> Total required credit hours	<input type="checkbox"/> Student learning outcomes
<input checked="" type="checkbox"/> Criteria for admissions/progression/termination		<input type="checkbox"/> Certificate assessment	<input type="checkbox"/> Other

**1. General Information**

1a	Date of contact with Institutional Effectiveness (IE) <sup>1</sup> :			
	<input type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.			
1b	College <sup>2</sup> :	Education	Department <sup>2</sup> :	Curriculum and Instruction
1c	CIP code <sup>3</sup> :	13.202	Today's Date:	9/17/18
1d	Current major name: (Biology, Design, etc.)	Elementary Education	Proposed major name:	
1e	Current Degree (BA, BFA, etc.):	BA	Proposed degree:	
1f	Will there be any changes regarding a track(s) for the program?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1g	Accrediting agency, if applicable:			
1h	Date of most recent periodic program review for this degree:		NCATE 2015	
1i	Requested effective date:	<input checked="" type="checkbox"/> Fall semester following approval.	OR	<input type="checkbox"/> Specific Date <sup>4</sup> : <i>Fall 20</i>

<sup>1</sup> Prior to college-level review, you must fill out and submit the SACS Substantive Change Checklist to the Office of Institutional Effectiveness. You can reach Institutional Effectiveness by phone or email (257-1962 or [OSPIE@uky.edu](mailto:OSPIE@uky.edu)).

<sup>2</sup> It is not possible to change the home academic unit of a degree program 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."

<sup>3</sup> The CIP code is provided by Institutional Effectiveness. If a different CIP code is necessary, the program may undergo a review similar to the new program approval process.

<sup>4</sup> No program change(s) will be effective until all approvals are received.

1j	Contact person name:	Kim White	Phone / Email:	859-475-7050 / kim.white@uky.edu
----	----------------------	-----------	----------------	----------------------------------

**2. Overview of Changes**

2a	Describe the rationale for the changes, including results from the most recent program review if applicable. (450 word limit)
	The Elementary Education Teacher Education Program has had the expectation that our teacher candidates will earn grades of C or better in all Program Related Studies and Professional Education Requirements. However, we have never gone through the appropriate channels to make this expectation clear and official for our teacher candidates. We are proposing the addition of our expectations for our students to earn a C or better in both University of Kentucky Undergraduate Bulletin headings of Program Related Studies and Professional Education Requirements.

2b	Use the fields below, as applicable, to identify the areas in which changes will be made.		
		Current	<i>Proposed</i>
i.	Credit Hours of Premajor Courses:		
ii.	Credit Hours of Preprofessional Courses:		
iii.	Credit Hours of Major Core Course Requirements		
iv.	Minimum Credit Hours of Guided Electives:		
v.	Minimum Credit Hours of Free Electives:		
vi.	Credit Hours for Track 1 (name):		
vii.	Credit Hours for Track 2 (name):		
viii.	Credit Hours for Track 3 (name):		
ix.	Credit Hours for Track 4 (name):		
x.	Credit Hours for Track 5 (name):		
xi.	Credit Hours for Required Minor:		
xii.	Total Credit Hours Required by Level:	100-level:	
		200-level:	
		300-level:	
		400-level:	
		500-level:	

	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:	=====	=====
--	---	-------	-------

xv.	If the total hours required for graduation have changed, explain below. (150 word limit)

2c	Will the requested change(s) result in the use of courses from another educational unit?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," describe generally the courses and how they will be 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 appropriate		

	chair/director <sup>5</sup> of each unit 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 each affected unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.	

2d	Will the proposed change(s) affect an associated minor?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," the department must also submit a change form to change the minor.		

**3. UK Core Courses**

3a	Are there any proposed changes to the UK Core requirements for the program? (If "Yes," indicate and proceed to next question. If "No," indicate and proceed to 4a.)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," note the specific changes in the grid below.		

UK Core Area	Current Course	Current Credits	Proposed Course	Proposed Credits
<b>I. Intellectual Inquiry</b>				
Arts and Creativity				
Humanities				
Social Sciences				
Natural/Physical/Mathematical				
<b>II. Composition and Communication</b>				
Composition and Communication I	CIS/WRD 110	3	<i>CIS/WRD 110</i>	3
Composition and Communication II	CIS/WRD 111	3	<i>CIS/WRD 111</i>	3
<b>III. Quantitative Reasoning</b>				
Quantitative Foundations				
Statistical Inferential Reasoning				
<b>IV. Citizenship (one course in each area)</b>				
Community, Culture & Citizenship in USA				
Global Dynamics				
<b>Total UK Core Hours</b>		=====		=====

3b	Provide the Bulletin language about UK Core.

**4. Graduation Composition and Communication Requirement**

4a	Will the Graduation Composition and Communication requirement be changed? (If "Yes," indicate and proceed to next question. If "No," indicate and proceed to 5a.)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," note the specific changes below, including changes to credit hours.		
	If the course(s) used are from outside the home unit, one piece of supporting documentation is required.		
	<input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the other units'		

<sup>5</sup> A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

CHANGE UNDERGRADUATE DEGREE PROGRAM

chair/director <sup>6</sup> from which individual courses will be used.	
<i>Current</i>	<i>Proposed</i>
i. <input type="checkbox"/> Single course in home unit:	<input type="checkbox"/> <i>Single course in home unit:</i>
ii. <input type="checkbox"/> Multiple courses in home unit.	<input type="checkbox"/> <i>Multiple courses in home unit.</i>
iii. <input type="checkbox"/> Single course outside home unit.	<input type="checkbox"/> <i>Single course outside home unit.</i>
iv. <input type="checkbox"/> Multiple courses outside home unit.	<input type="checkbox"/> <i>Multiple courses outside home unit.</i>
v. <input type="checkbox"/> Course(s) inside & outside home unit.	<input type="checkbox"/> <i>Course(s) inside &amp; outside home unit.</i>

4b Provide the Bulletin language about GCCR below.

**5. Other Course Changes**

5a Will the college-level requirements change? (If “Yes,” indicate and note the specific changes in the grid below. If “No,” indicate and proceed to question 5c.) Yes  No

<i>Current</i>		<i>Proposed</i>	
<input type="checkbox"/> Standard college requirement		<input type="checkbox"/> <i>Standard college requirement</i>	
<input type="checkbox"/> Specific course		<input type="checkbox"/> <i>Specific course</i>	

Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>7</sup>
						Select one....
						Select one....
						Select one....

5b Will the existing language in the Bulletin about college-level requirements change? Yes  No   
If “Yes,” provide the new language below.

5c Will the pre-major or pre-professional course requirements change? (If “Yes,” indicate and note the specific changes in the grid below. If “No,” indicate and proceed to question 5e.) Yes  No

<i>Current</i>			<i>Proposed</i>			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>8</sup>
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

<sup>6</sup> A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.

<sup>7</sup> 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”).

<sup>8</sup> Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.



						Select one....
5h Provide the Bulletin language for guided electives.						
5i Will the free electives change? (If "Yes," indicate and note the specific changes in the space below. If "No," indicate and proceed to question 5j.)						
						Yes <input type="checkbox"/>
						No <input checked="" type="checkbox"/>
5j Does the proposed change affect any track(s)? (If "Yes," note the specific changes using the grid below. If "No," proceed to question 6.)						
						Yes <input type="checkbox"/>
						No <input checked="" type="checkbox"/>
If more than one track is affected, click <a href="#">HERE</a> for a template. Append a PDF for each affected track to the end of this form.						
Track Name:				<input type="checkbox"/> New Track	<input type="checkbox"/> Changed Track	<input type="checkbox"/> Deleted Track
<i>Current</i>			<i>Proposed</i>			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>11</sup>
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
5k Provide the Bulletin language for the track.						
<b>6. Semester by Semester Program</b>						
List below the typical semester-by-semester program for the major. If multiple tracks are available, click <a href="#">HERE</a> for a template for additional tracks and append a PDF of each track's courses to the end of this form.						
<b>YEAR 1 – FALL:</b> (e.g. "BIO 103; 3 credits")				<b>YEAR 1 – SPRING:</b>		
<b>YEAR 2 - FALL :</b>				<b>YEAR 2 – SPRING:</b>		
<b>YEAR 3 - FALL:</b>				<b>YEAR 3 - SPRING:</b>		
<b>YEAR 4 - FALL:</b>				<b>YEAR 4 - SPRING:</b>		
<b>7. Approvals/Reviews</b>						
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).						
<i>In addition to the information below, attach documentation of department and college approval. This typically takes the</i>						

<sup>11</sup> Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

**CHANGE UNDERGRADUATE DEGREE PROGRAM**

*form of meeting minutes but may also be an email from the unit head reporting department- and college-level votes.*

		<b>Reviewing Group Name</b>	<b>Date Approved</b>	<b>Contact Person Name/Phone/Email</b>
7a	(Within College)			
		<b>Curriculum and Instruction</b>	<b>10/12/18</b>	<b>Jared Stallones / 257-3230 / jared.stallones@uky.edu</b>
		<b>Elementary Education Program Faculty</b>	<b>9/14/18</b>	<b>Cindy Jong / 257-9748 / cindy.jong@uky.edu</b>
		Courses & Curricula	10/04/18	Jane Jensen/257-1929/jane.jensen@uky.edu
		College of Education	11/21/18	Melody Noland/323-7482/mnola01@email.uky.edu
7b	(Collaborating and/or Affected Units)			
				/ /
				/ /
				/ /
				/ /
				/ /
7c	(Senate Academic Council)		<b>Date Approved</b>	<b>Contact Person Name</b>
	Health Care Colleges Council (if applicable)			
	Undergraduate Council			



## Elementary Education Program Faculty Meeting Minutes

September 14, 2018 @12:00-2:00, TEB 201

**Present:** Kim White, Joni Meade, Jeanette Groth, Pam Seales, Regina Dawson, Becky Krall, Mary Shake, Jonathan Thomas, Cindy Jong, Sharon Brennan, and Laura Darolia (via Zoom)

- Announcements

- Background check
- Reminder about UK IDs on all students and faculty
- TEP interview schedule with names to be released on Saturday
- 54 candidates, all slots should be filled
  - Kim will share final schedule next week.
  - IF you can't make a slot, please find a sub and let Kim know.
  - Joni proposed we add late afternoon slots to accommodate students' course schedules.

- Discussion

- EDC 323 Classroom Management course title change to *Culturally Responsive Classroom Management* to meet CAEP
  - Do we use something more broad like *Creating an Inclusive Classroom Environment*?
  - PF seem to agree that it makes sense to change the title (and course description) to reflect additional substantive changes being made to the course.
  - For next meeting we will review proposed course description change and make a decision then.
- Dispositions assessments, both self and faculty
  - Self-assessment would be filled out via OTIS
  - Faculty assessment to document dispositional concerns of students (perhaps a spreadsheet on Sharepoint- Cindy can create prototype). Becky will look into programs to create a database.
- KTIP lesson format
  - Sharon said she doesn't see KTIP returning any time soon.
  - DOE is still using KTPS, but no updates w/lesson plan format.
  - Joni has been talking w/Jerry to update KTPS evaluations.
  - SPED students? They can keep completing 2 KTIP lesson forms (and no practicum form).

- Action Items

- Set orientation dates and choose facilitators Oct. 18<sup>th</sup> (Pam & Regina) and 19<sup>th</sup> (Jon, Cindy, and Joni); Oct. 25<sup>th</sup> (Mary & Kim) and 26<sup>th</sup> (Becky and Joni?)
  - Once we hear back from advisors, we will schedule dates and people.

- Thursday at 3:30 (Regina and Mary) and Friday at 1:00 (Joni and Becky) for 1 hour, but should last 45 min.) Joni is reserving rooms. Kim will prepare curriculum contracts and sign-in sheets (indicating when they will begin pre-practicum)
  - Program catalog changes for C or better rule
    - Kim is submitting name change to Elementary Education (removing Early)
    - We'll be making a request to change information in the bulletin for our program w/related studies and program required courses. We will revise the statement to make it clear that a C or better is required.
    - We should look at Booking Rules for SEM – Becky will investigate process to change (and social studies). \*\*
    - **Becky Krall made motion to add “C or better “and “2.75 GPA” requirements to the two locations of the university bulletin for all program related studies and professional education requirements. Mary Shake seconded the motion. Program faculty unanimously voted to pass the motion.**
- Goals for 18-19
  - CAEP compliance
  - Aligning assessments across 3 semesters in program
  - Discuss culminating project for students teachers (e.g. action research or inquiry project, possibly connected to leadership project)
  - Improving cultural competency across program
  - High leverage practices
  - Partnerships- create a clear procedure (establish MOUs?); think strategically how all students will have a site-based experience and what language we'll use (e.g. not “cohort”) to not make some students feel excluded
- Adjourn Meeting at 1:48: Regina made motion and Mary seconded.