

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 (institutionaleffectiveness@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 checked="" type="checkbox"/> Courses | <input type="checkbox"/> Program name | <input type="checkbox"/> Total required credit hours | <input type="checkbox"/> Student learning outcomes |
| <input 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) ¹ :	11/10/15
	<input type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.	
1b	College ² : Education	Department ² : Kinesiology and Health Promotion
1c	CIP code ³ : 13.1307	Today's Date: 1/13/16
1d	Current major name: (Biology, Design, etc.) HEPR--Cert	Proposed major name: HEPR--Cert
1e	Current Degree (BA, BFA, etc.): BS	Proposed degree: BS
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:	NCATE
1h	Date of most recent periodic program review for this degree:	11/2015
1i	Requested effective date:	<input checked="" type="checkbox"/> Fall semester following approval. OR <input type="checkbox"/> Specific Date ⁴ : Fall 20

¹ 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 (257-2873 or institutionaleffectiveness@uky.edu).

² It is not possible to change the home academic unit of a degree program via this form. To change the home unit, visit <http://www.uky.edu/faculty/senate> and search for forms related to academic organizational structure.

³ 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.

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

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1j	Contact person name:	Heather Erwin	Phone / Email:	257-5311 / heather.erwin@uky.edu
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2. Overview of Changes

2a Describe the rationale for the changes, including results from the most recent program review if applicable. (450 word limit)

For our NCATE accreditation for teacher certification, we will be requiring a 3-credit hour literacy course (EDC 533) beginning Fall 2016. This is not an option for us, as the College of Education Teacher Certification Office is requiring it for all teacher certification programs to meet the assessment requirements for NCATE. As it stands currently, our students must complete 120+ credit hours for a major in Health Education teacher certification and 153+ credit hours for a double major in Kinesiology/Health Promotion teacher certification. With the additional three credit hours that will be required, we have determined that it would be most appropriate to eliminate three credit hours from the current curriculum in order to assist with retention of our students and to help maintain and/or increase student numbers. Our students take ANA 209 and PGY 206 with pre-medicine students, and we believe it would be more beneficial for our teacher education students to take a course within the major that is a more applied course, specifically preparing them for KHP 415 and KHP 420G. We have met with faculty from ANA and PGY and explained to them that this will affect up to 10 students per semester; thus, they can expect KHP enrollment in those two courses to drop by up to 20 students per academic year.

We anticipate that KHP 205 will be offered one time per academic year with an enrollment of up to 20 teacher education program students. We would like to offer the course as an elective course for exercise science majors housed in KHP as well, which we anticipate will boost the enrollment to 35-40 per section (offered one time per academic year).

2b Use the fields below, as applicable, to identify the areas in which changes will be made.

		Current	Proposed
i.	Credit Hours of Premajor Courses:	30	30
ii.	Credit Hours of Preprofessional Courses:	22	19
iii.	Credit Hours of Major Core Course Requirements	58	61
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:	18	18
xii.	Total Credit Hours Required by Level:	100-level:	
		200-level:	
		300-level:	
		400-level:	
		500-level:	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:		<u>128</u>	<u>128</u>
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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 checked="" type="checkbox"/>	No <input type="checkbox"/>
If "Yes," describe generally the courses and how they will used.			
Currently, there are 29 hours required in the Professional Education Course Sequence. Adding EDC 533 would add 3 credit hours to increase the Professional Education Course Sequence to 32 credit hours total.			
If "Yes," two pieces of supporting documentation are required.			
<input checked="" type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director ⁵ 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. Course Sharing

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 ⁶ 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. 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	<i>Proposed Course</i>	<i>Proposed Credits</i>
I. Intellectual Inquiry				
Arts and Creativity				
Humanities				
Social Sciences				
Natural/Physical/Mathematical				
II. Composition and Communication				
Composition and Communication I	CIS/WRD 110	3	<i>CIS/WRD 110</i>	3

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

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Composition and Communication II	CIS/WRD 111	3	<i>CIS/WRD 111</i>	3
III. Quantitative Reasoning				
Quantitative Foundations				
Statistical Inferential Reasoning				
IV. Citizenship (one course in each area)				
Community, Culture & Citizenship in USA				
Global Dynamics				
Total UK Core Hours		=====		=====

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 No

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.

Check to confirm that appended to the end of this form is a letter of support from the other units’ chair/director⁷ from which individual courses will be used.

	Current	<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 & 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

Current		<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 ⁸
						Select one....

⁷ A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.

⁸ 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”).

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						Select one....
						Select one....

5b	Will the existing language in the Bulletin about college-level requirements change?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ⁹
ANA 209/PGY 206	3/3	Principles of Human Anatomy Elementary Physiology	KHP 205	3	Kinesiology for Health and Physical Education	New
						Select one....
						Select one....
						Select one....
						Select one....

5d	Provide the Bulletin language about pre-major or pre-professional courses below.

5e	Will the major's core course requirements change? (If "Yes," indicate and note the specific changes in the grid below. If "No," indicate and proceed to question 5g.)	Yes <input checked="" type="checkbox"/>	No <input 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 ¹⁰
			EDC 533	3	Teaching Adolescent Literacy across the Disciplines	No Change
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

⁹ Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

¹⁰ Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ¹²
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

5k Provide the Bulletin language for the track.

6. Semester by Semester Program

List below the typical semester-by-semester program for the major. If multiple tracks are available, click [HERE](#) for a template for additional tracks and append a PDF of each track’s courses to the end of this form.

YEAR 1 – FALL: (e.g. “BIO 103; 3 credits”)		YEAR 1 – SPRING:	
YEAR 2 - FALL :		YEAR 2 – SPRING:	
YEAR 3 - FALL:		YEAR 3 - SPRING:	
YEAR 4 - FALL:		YEAR 4 - SPRING:	

7. 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).

In addition to the information below, attach documentation of department and college approval. This typically takes the form of meeting minutes but may also be an email from the unit head reporting department- and college-level votes.

	Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email
7a	(Within College)		
	KHP	9/24/15	Ben Johnson / 7-5826 / bfjohnson@uky.edu
	C&C Committee	2/18/2016	Justin Nichols / 7-4748 / justin.nichols2@uky.edu
	College of Education	4/4/2016	Rosetta Sandidge / 8-2887 / rosetta.sandidge@uky.edu
			/ /

7b (Collaborating and/or Affected Units)

			/ /
			/ /
			/ /
			/ /

¹² Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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			/	/
7c	(Senate Academic Council)	Date Approved	Contact Person Name	
	Health Care Colleges Council (if applicable)			
	Undergraduate Council			

Faculty Meeting Minutes

September 24, 2015

Present: Lucian Taylor, Justin Nichols, Ben Johnson, Heather Erwin, Aaron Beighle, Rosie LaCoe, Kristen Mark, Stephanie Bennett, Liz Fettrow, Haley Bergstom, Brad Fleenor, Mike Pohl, Rob Shapiro, Lance Bollinger, Randy Crist, Jonell Pedesleaux, Mark Abel, Jody Clasey, Steve Parker, Melody Noland, Brian Wallace, Marc Cormier, Joaquin Fenollar, Jill Day, & Nick Trubee.

Approval of Minutes for August

Minutes were approved as written from the August meeting.

Comments

Dr. Johnson has met with approx. ½ of the faculty and the meetings are going very well. He has meetings set up with the remainder of the faculty soon. He also stated that everyone can make their own judgment for the Thursday night football game on Oct. 15. The building will close at 6:00 pm. Tricia Adolph is taking long term disability. A video is being made for her.

A&P Course Proposal for HPE

The syllabus has been developed for KHP 205. A vote was made to eliminate PGY 206 and ANA 209 for TEP students, but it still needs to go through the approval process. Hopefully, this process will be completed by next fall. The change of the course title will include Health Education. Dr. Johnson stated that the syllabus includes Health & PE to cover the area. Dr. Noland commented with some examples. Dr. Shapiro also stated that he didn't think that many students would be involved thus increasing the chances that no other departments would oppose it. Dr. Erwin also added that some of the students in Exercise Science may want to be enrolled in the class for extra credit. It will go on to Anatomy & Physiology with the changes that are being made for their approval.

UG Exercise Science Tracks

Dr. Abel reported that the committee has met and the courses that are to be taken have been discussed. They have also met with the advisors and revisions are being made. This process is making progress.

KHP 580 Rename

Dr. Cormier reported that KHP 580 will be offered in the spring 2016 semester. A replacement title for the course is being worked on. The editorial of the title is a minor

change, as long as most of the additional information and structure remains the same. The change will be sent for approval to various committees. A motion was made to approve and passed unanimously.

Seaton elevator

Dr. Noland gave information that she had received regarding an elevator being added in Seaton. The construction will probably occur during summer 2016.

Tenure & Promotion (Mindy Ickes)

Dr. Ickes will have her dossier in the conference room soon. Letters from faculty are needed. An email will be sent when it is ready for review. The deadline for review is October 16th.

Building Updates

ROTC wants additional use of the equipment, but they must be willing to pay for the use. Heat and air are needed in the building, during times that classes are not in session. Sometimes, research and work are done during these times. Dr. Shapiro mentioned that the Delta Room would be the one to contact and Jeannine Schaefer may be able to help with contacting someone in the area.

Announcements

Dr. Erwin mentioned SOAR, which UK Healthcare is mainly in. She also, mentioned the Faculty Council Meeting was coming up soon. Dr. Crist said that the Scuba instructor wants to have 2 hrs. in the pool during class each week and the 1 hr. classroom time that he wants to have online. Dr. Shapiro thanked Dr. Erwin for sending emails for the notices of dissertations. These emails are very helpful.

Courses and Curricula Committee
Thursday, February 18, 2016 10:00 a.m. 245 TEB

Attendees: Justin Nichols, Molly Fisher, Richard Angelo, Jonathan Campbell, Tricia Browne-Ferrigno, Margaret Rintamaa, Bob McKenzie, Rosetta Sandidge, Gary Schroeder, Martha Geoghegan

Justin convened the meeting. Tricia moved to begin meeting, Bob seconded.

Committee members reviewed and approved minutes for October, November, December, and January. Tricia corrected the December and January minutes to change from ELS to EDL as the department. Molly moved approval of minutes pending approval of the designation of ELS to EDL. All approved unanimously, unanimously with show of hands; no nays or abstentions.

Proposal for EDC 533 to be offered in Brazil in summer 2016 through Education Abroad

This course meets EPSB literacy requirement for initial certification program. Tricia questioned the separate grading scale for undergraduate and graduate students; Molly responded that is typical of 500 level courses. Once approved, the proposal goes directly to Study Abroad. Molly moved approval; Margaret seconded. All approved, passed unanimously, with show of hands; no nays or abstentions.

Application for Minor Course Change KHP 420G, Physiology of Exercise

Proposal came through at December meeting. A number of recommendations were made at that meeting: lack of graduate grading scale and requirement to complete an additional lab report. Bob asked how that additional requirement factored into the course grade. Molly asked about the teacher certification requirements under Proposed Prerequisites. This applies to Kinesiology teacher certification majors and Health Education teacher certification majors. Under 5b – that same wording should be fixed. Add the wording "Per GS policy, a D is not acceptable for graduate students". Re-send to Heather to upload a new syllabus. Tricia moved to approve the course with all required changes to be made to the form and the syllabus. Molly seconded. Approved, pending changes from Heather, unanimously with show of hands; no nays or abstentions.

Application for Change in Undergraduate Program in KHP – Kinesiology Certification Program

The request would add EDC 533 literacy course to the program (EPSB requirement). Molly asked about number of credits in program; took away the Anatomy and Physiology course; number of credits remains the same. Bob moved approval of the program change, Margaret seconded. Approved unanimously, with show of hands; no nays or abstentions.

Application for Change in Undergraduate Health Education Certification Program

The request would add the EDC 533 literacy course to program. Molly moved approval of the program change, Tricia seconded. Approved unanimously, with show of hands; no nays or abstentions.

Martha announced that she had sent an email and brought printed flyers regarding new requirements for proposals. Members took them to distribute to departmental faculties.

Molly moved and Tricia seconded to adjourn meeting. Approved unanimously, with show of hands; no nays or abstentions. Next meeting is scheduled for March 24 at 10:00 a.m. in 245 TEB.

Reviewed and Approved by C&C Committee Chair: Justin Nichols 3/08/16