

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) 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 :	10.3.18
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.	
1b	College ² : Education	Department ² : Curriculum & Instruction
1c	CIP code ³ : 13.1203	Today's Date: 10.5.18
1d	Current major name: (Biology, Design, etc.)	Middle Level Teacher 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:	CAEP
1h	Date of most recent periodic program review for this degree:	December 2016-January 2017
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 (257-1962 or OSPIE@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 <https://www.uky.edu/universitysenate/forms> and look for the heading, "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:	Margaret Rintamaa	Phone / Email:	7-9324 / margaret.rintamaa@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)

In the Middle Level Teacher Education Program (MLTEP), we plan to change one course that students in the English/Language Arts track take. Right now they are required to take EDC 537: Advanced Applications of Teaching Writing, and instead we want them to take EDC 447: Applications of Teaching Middle Level English Language Arts. All of the students in the MLTEP are undergraduate students, and the undergraduate course that is specific to Middle Level is a better fit for their needs. Right now in taking the 500 level course, they are in class with graduate students who are already practicing teachers, and those teachers are across all levels, kindergarten through high school.

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:		
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)

N/A

2c

Will the requested change(s) result in the use of courses from another educational unit?

Yes

No

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 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. 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
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
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 <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'		

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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chair/director ⁶ 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 & 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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<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 ⁷	
						Select one....	
						Select one....	
						Select one....	
5b	Will the existing language in the Bulletin about college-level requirements change?					Yes <input type="checkbox"/>	No <input checked="" 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 type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>Current</i>			<i>Proposed</i>				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ⁸	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	

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

⁷ 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").

⁸ 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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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 ⁹
EDC 537	3	Advanced Applications of Teaching Writing	EDC 447	3	Applications of Teaching Middle Level English Language Arts	No Change
						Select one....
						Select one....
						Select one....
						Select one....
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5f	Provide the Bulletin language for major core course requirements.
	The list of Professional Education Courses would change from EDC 537 to include EDC 447 (page 237 in the Undergraduate Bulletin).

5g	Will the guided electives change? (If “Yes,” indicate and note the specific changes in the grid below. If “No,” indicate and proceed to question 5i.)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ¹⁰
						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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						Select one....
						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 No

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 No
 If more than one track is affected, click [HERE](#) for a template. Append a PDF for each affected track to the end of this form.

Track Name:		MLTE Content Specialization English Language Arts	<input type="checkbox"/> New Track		<input checked="" type="checkbox"/> Changed Track		<input type="checkbox"/> Deleted Track	
Current				Proposed				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ¹¹		
EDC 537	3	Advanced Applications of Teaching Writing	EDC 447	3	Applications of Teaching Middle Level English Language Arts	No Change		
						Select one....		
						Select one....		
						Select one....		
						Select one....		
						Select one....		

5k Provide the Bulletin language for the track.
 The list of Professional Education Courses would change from EDC 537 to include EDC 447 (page 237 in the Undergraduate Bulletin).

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")	UK Core class; 3 credits UK Core class; 3 credits UK Core class; 3 credits UK Core class; 3 credits UK Core class; 3 credits	YEAR 1 – SPRING:	UK Core class; 3 credits UK Core class; 3 credits UK Core class; 3 credits UK Core class; 3 credits PSY 100; 4 credits
YEAR 2 - FALL :	EDP 202; 3 credits EDP 203; 3 credits Content Specialization course; 3 credits Content Specialization	YEAR 2 – SPRING:	EPE 301; 3 credits Content Specialization course; 3 credits Content Specialization course; 3 credits

¹¹ 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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	course; 3 credits Content Specialization course; 3 credits		<i>Content Specialization course; 3 credits</i> <i>Content Specialization course; 3 credits</i>
YEAR 3 - FALL:	EDC 327; 3 credits EDC 341; 3 credits Content Specialization course; 3 credits Content Specialization course; 3 credits Content Specialization course; 3 credits	YEAR 3 - SPRING:	<i>EDC 330; 3 credits</i> <i>EDC 343; 3 credits</i> <i>2 of the following:</i> <i>EDC 346; 3 credits</i> <i>EDC 347; 3 credits</i> <i>SEM 345; 3 credits</i> <i>SEM 348; 3 credits</i> <i>Content Specialization course; 3 credits</i> <i>EDC 317; 1 credit</i>
YEAR 4 - FALL:	2 of the following: EDC 446; 3 credits EDC 447; 3 credits SEM 445; 3 credits SEM 448; 3 credits EDC 549; 6 credits	YEAR 4 - SPRING:	<i>EDC 549; 9 credits</i> <i>EDC 520; 3 credits</i>

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)		
	C&I department	10/12/18	Jared Stallones / 7-3230 / jared.stallones@uky.edu
	COE Courses & Curricula	11/01/18	Jane Jensen / 7-1929 / jjensen@uky.edu
	College of Education	11/21/18	Melody Noland/7-5826/melody.noland@uky.edu
			/ /
7b	(Collaborating and/or Affected Units)		
			/ /
			/ /
			/ /
			/ /
			/ /
7c	(Senate Academic Council)		Date Approved
	Health Care Colleges Council (if applicable)		
	Undergraduate Council		

Substantive Change Decision

N

noreply@qualtrics-survey.com



Reply

Wed 10/3/2018 12:37 PM

To:

Rintamaa, Margaret

Inbox

Dear Margaret Rintamaa,

Thank you for your email regarding the proposed program change(s) to **Middle Level Teacher Education Program, Bachelor's (13.1203)**.

My email will serve 2 purposes: 1.) Next steps for SACSCOC, and 2.) Verification and notification that you have contacted OSPIE—a Senate requirement for proposal approval.

1. **Next steps for SACSCOC:** None required
2. **Verification that OSPIE has reviewed the proposal:** Based on the proposal documentation presented and Substantive Change Checklist, the proposed program changes (refer to list below) are not substantive changes as defined by the University or SACSCOC, the university's regional accreditor. Therefore, no additional information is required by the Office of Strategic Planning & Institutional Effectiveness at this time. The proposed program change(s) may move forward in accordance with college and university-level approval processes.

Description of Proposed Change(s):

· In the Middle Level Teacher Education Program (MLTEP), we plan to change one course that students in an English/language arts track take. Right now they are required to take EDC 537: Advanced Applications of Teaching Writing, and instead we want them to take EDC 447: Applications of Teaching Middle Level English Language Arts. All of the students in the MLTEP are undergraduate students, and the undergraduate course that is specific to Middle Level is a better fit for their needs. Right now in taking the 500 level course, they are in class with graduate students who are already practicing teachers, and those teachers are across all levels, kindergarten through high school.

Should you have questions or concerns about UK's substantive change policy and its procedures, please do not hesitate contacting our office.

Office of Strategic Planning & Institutional Effectiveness

University of Kentucky

Visit the Institutional Effectiveness

Website: <https://proxy.qualtrics.com/proxy/?url=http%3A%2F%2Fwww.uky.edu%2Fie&token=w%2BXHkAS0tASxS4xDceQ8e0MxnHdJ2Eu4smnkDcYodCE%3D>