CHANGE MASTERS DEGREE PROGRAM FORM

1. GENERAL INFORMATION

College:	Education	Department:	Educational Policy Studies & Evaluation (EPE)
Current Major Name:	Social and Philosophical Studies	*Proposed Major Name:*	*Educational Policy Studies*
Current Degree Title:	M.S.	*Proposed Degree Title:*	*M.S.*
Formal Option(s):		*Proposed Formal Option(s):*	
Specialty Fields w/in Formal Option:		*Proposed Specialty Fields w/in Formal Options:*	

Date of Contact with [Institutional Effectives](#)[1]:		8/31/2018

Bulletin (yr & pgs):	2017/18, P. 2	CIP Code[1]:	13.0901	Today's Date:	9/6/2018

Accrediting Agency (if applicable):	No

Requested Effective Date:	☒ Semester following approval.	OR	☐ Specific Date[2]:	

Dept. Contact Person:	Joseph Ferrare	Phone:	859-257-9884	Email:	joseph.ferrare@uky.edu

2. CHANGE(S) IN PROGRAM REQUIREMENTS

		Current	*Proposed*
1.	Number of transfer credits allowed	9 hours or 25% of course work	*9 hours or 25% of course work*
	(Maximum is Graduate School limit of 9 hours or 25% of course work)		
2.	Residence requirement (if applicable)	No	*No*
3.	Language(s) and/or skill(s) required	Yes, Graduate School TOEFL requirements	*Yes, Graduate School TOEFL requirements*
4.	Termination criteria	2 terms without progress may result in termination	*2 terms without progress may result in termination*
5.	Plan A Degree Plan requirements[3] (thesis)	No	*No*
6.	Plan B Degree Plan requirements[3] (non-thesis)	Yes	*Yes*
7.	Distribution of course levels required	At least one-half must be 600+ level & two-thirds must be in organized courses.	*At least one-half must be 600+ level & two-thirds must be in organized courses.*
	(At least one-half must be at 600+ level & two-thirds must be in organized courses.)		
8.	Required courses (if applicable)	EPE601	*EPE601, EPE602, EPE640, EPE665*

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[1] Prior to completing out this form, you MUST contact Institutional Effectiveness, which can provide you with the CIP (OSPIE@l.uky.edu or 257-1962).

[2] Program changes are typically made effective for the semester following approval. No changes will be made effective until all approvals are received.

[3] If there is only one plan for the degree, plans involving a thesis (or the equivalent in studio work, etc.) should be discussed under Plan A and those not involving a thesis should be discussed under Plan B.

9.	Required distribution of courses within program (if applicable)	EPE601 Core courses (12 hours minimum, no specified courses) Concentration (18 hours, no specified courses except 6 hours within EPE)	*EPE601* *Core courses (9 hours: EPE602, EPE640, EPE665)* *Concentration (9 hours minimum within one of the following content strands: historical & philosophical, OR social & political, OR cultural & comparative)* *Research methods: 9 hours minimum, including 1 EPE statistics course (e.g., EPE557 or EPE558 or EPE660) and 1 EPE research methods/evaluation course (e.g., EPE620, EPE663, EPE797)*
10.	Final examination requirements	Yes, Scholarly paper and oral exam	*Yes, scholarly paper and oral exam*
11.	Explain whether the proposed changes to the program (as described in sections 1 to 10) involve courses offered by another department/program. <u>Routing Signature Log must include approval by faculty of additional department(s).</u>		
	No courses required by other departments		
12.	List any other requirements not covered above?		
	N/A		
13.	Please explain the rationale for changes. If the rationale involves accreditation requirements, please include specific references to those requirements.		
	This program has been experiencing declining enrollment in recent years. The department believes that this decline is due, in part, to an outdated program name and description that no longer reflects the contemporary discourse surrounding educational policy studies. In addition, student feedback has indicated that additional program structure (i.e., required courses) would provide students with a better understanding of the potential pathways through the program.		

CHANGE MASTERS DEGREE PROGRAM FORM
Signature Routing Log

General Information:

Proposal Name: EPE M.S. Program Change

Proposal Contact Person Name: Joseph Ferrare   Phone: 859-257-9884   Email: joseph.ferrare@uky.edu

INSTRUCTIONS:
Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Department of Educational Policy Studies & Evaluation	8-21-2018	Kelly Bradley / 859-2570-4923 / kdbrad2@uky.edu	
COE Courses and Curriculum	10/04/18	Jane Jensen / 257-1929/jane.jensen@email.uky.edu	
College of Education	11/01/18	Melody Noland /323-7482/mnola01@email.uky.edu	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision[4]
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

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[4] Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

UNIVERSITY OF KENTUCKY
Department of Educational Policy Studies and Evaluation

M.S. DEGREE IN EDUCATIONAL POLICY STUDIES PROGRAM PLAN

Student Name:_____

Course #	**Course Title**	**Credits**	**Sem./Year/Grade**
EPE 601	Proseminar	1	

Content Core: *(9 credit hours)*

Course #	**Course Title**	**Credits**	**Sem./Year/Grade**
EPE 602	Social Policy Issues and Education	3	
EPE 640	Philosophy of Education	3	
EPE 665	Education and Culture	3	

Content Concentration: *(minimum 9 credit hours in one specialization area)*
- Historical & Philosophical (e.g., EPE 628, EPE 651, EPE 652, EPE 653)
- Cultural & Comparative (e.g., EPE 554, EPE 555, EPE 667)
- Social & Political (e.g., EPE 525, EPE 603, EPE 661, EPE 670, EPE 675)

Course #	**Course Title**	**Credits**	**Sem./Year/Grade**
		3	
		3	
		3	

Research Methods & Statistics: *(minimum 9 credit hours)*
- One Research Methods/Evaluation Course (e.g., EPE 620, EPE 663, EPE 797)
- One Statistics Course (e.g., EPE 557, EPE 558, EPE 660)
- One Additional Course (e.g., any of above, EPE 522, EPE 619, EPE 621, EPE 763)

Course #	**Course Title**	**Credits**	**Sem./Year/Grade**
		3	
		3	
		3	

Open Electives: *(minimum 3 credit hours)*

Course #	**Course Title**	**Credits**	**Sem./Year/Grade**
		3	

Advisory Committee Members

	Members	**Department**
Major Professor/Advisor:		EPE
Other Member:		
Other Member:		

Topic of Scholarly Paper: _____

Program Plan TOTAL credit hours (minimum of 31 hours) _____

Anticipated Date of Final Examination: Semester_____ Year_____

UNIVERSITY OF KENTUCKY
Department of Educational Policy Studies and Evaluation

M.S. DEGREE IN SOCIAL & PHILOSOPHICAL STUDIES PROGRAM PLAN

Student Name: _____   **Date Plan Approved:** _____

PROGRAM PLAN

Course #	Course Title	Credits	Sem./Year/Grade
EPE 601	**Proseminar**	**1**	

Core: *(minimum of 12 credit hours)*

Course #	Course Title	Credits	Sem./Year/Grade
EPE____	_____	_____	_____
EPE____	_____	_____	_____
EPE____	_____	_____	_____
EPE____	_____	_____	_____
_____	_____	_____	_____

Concentration: *(18 credit hours)**

Course #	Course Title	Credits	Sem./Year/Grade
EPE____	_____	_____	_____
EPE____	_____	_____	_____
EPE____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Must have six hours selected from other areas of the department. Six additional hours should be taken from outside the College of Education.

Advisory Committee Members

	Members	Department
Major Professor/Advisor:	_____	EPE
Other Members:	_____	____
	_____	____
Topic of Scholarly Paper:	_____	

Program Plan TOTAL credit hours (minimum of 31 hours) _____

ANTICIPATED DATE OF FINAL EXAMINATION   Semester _____   Year _____

From: noreply@qualtrics-survey.com
Subject: Substantive Change Decision
Date: August 31, 2018 at 11:30 AM
To: joseph.ferrare@uky.edu

Dear Joseph Ferrare,
Thank you for your email regarding the proposed program change(s) to **M.S. in Social and Philosophical Studies in Education, Master's (13.0901)**.

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):
· -Program name change from "M.S. in Social and Philosophical Studies in Education" to "M.S. in Educational Policy Studies." This is an update to better match comparable Master's programs offered by peer institutions. -Program description change in bulletin to reflect changes in focus and trajectory of program. This is in response to "updating" the program to reflect current research, instruction, and careers in educational policy studies. -Inclusion of required courses (all are existing courses) as part of program plan. This is in response to feedback from recent program graduates about "lack of structure" within program. It also reflects current research, instruction, and careers in educational policy studies.

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

University of Kentucky Substantive Change Checklist[1]

Substantive change, according to the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC or SACS), is "a significant modification or expansion of the nature and scope of an accredited institution."[2] Substantive change is a federal concept, based in the regulations of the U.S. Department of Education,[3] which regional accreditors are required to enforce.

The University is required to submit any substantive change to SACS for review, and in some cases approval, prior to implementation of such substantive change. As noted by SACS:

> "if an institution fails to follow the substantive change policy and procedures of the Commission on Colleges, it may lose its Title IV funding or be required by the U.S. Department of Education to reimburse it for money received by the institution for programs related to the unreported substantive change. In addition, the institution's case may be referred to the Commission for the imposition of a sanction or for removal from membership."[4]

Checklist Instructions: To ensure substantive change compliance, individuals should complete the checklist on the following pages in the early stages of any proposal (e.g. new degree program, new certificate program, etc.) or curricular revision. **Upon completion, the form must be submitted to the assistant provost for Strategic Planning and Institutional Effectiveness or designee by e-mail to OSPIE@uky.edu. A determination as to whether the proposed program or changes to the existing program constitutes a substantive change will be made within seven (7) business days of receipt and next steps will be communicated accordingly.**

Questions concerning substantive change should be sent to OSPIE@uky.edu.

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[1] Adapted, with appreciation, from University of Virginia's "Substantive Change Checklist."
[2] See *Substantive Change for Accredited Institutions of the Commission on Colleges: Policy Statement*, p. 1.
[3] See 34 C.F.R. § 602.22.
[4] See *Substantive Change for Accredited Institutions of the Commission on Colleges: Policy Statement*, p. 9.

Last updated: 09/27/2017

University of Kentucky
Substantive Change Checklist

Instructions: Email completed form to OSPIE@uky.edu, Subject line: UK Sub Change. Questions concerning substantive change should be sent to OSPIE@uky.edu.

Please note: there is a 200 character limit for each text box.

Name of Proposed Program/Action: M.S. in Educational Policy Studies

Is this a New, Existing Degree, or Non-Degree Educational Program?

    New Degree Educational Program   ☐   **Existing Degree Educational Program**   ☒

    New Non-Degree Educational Program ☐   Existing Non-Degree Educational Program ☐

Program CIP Code (as applicable):   13.0901

General Description of Proposed Action (e.g., new program/courses/delivery or changes to program (such as change in course(s)/delivery

mode). Attach applicable documentation to support the program description with checklist submission):   *-Program name change*

-Program description change

-Change to program plan to include required courses

Total number of Credit hours for:

    New or Proposed Degree/Non-Degree/Certificate: 31   **Existing Degree/Non-Degree/Certificate:**   31

    New or Proposed Program Major: _____   **Existing Program Major:**   _____

    New or Proposed Program Option: _____   **Existing Program Option:**   _____

    (e.g. Concentration, Specialization, Track)   **(e.g. Concentration, Specialization, Track)**

Is this an Accredited Program?   No ☒ **   Yes** ☐ **, Name of Accreditor:** _____

Sponsoring College/Home Educational Unit: College of Education/Educational Policy Studies and Evaluation

College/Department/Educational Unit Contact: Kelly Bradley (EPE department chair), kelly.bradley@uky.edu

Date Form Completed: 8/31/2018

	UK Substantive Change Items	Yes	No	Not Sure	N/A	Provide brief explanation (if necessary)
1	The proposed program or existing program requires a number of new faculty.	☐	☒	☐		
2	More than 25 percent of the required courses for the proposed or existing program are new.	☐	☒	☐		
3	More than 50 percent of the required courses for the proposed or existing program are new.	☐	☒	☐		
4	The proposed or existing program requires new library or other learning resources.	☐	☒	☐		
5	The proposed or existing program requires new equipment or facilities.	☐	☒	☐		
6	The proposed or existing program requires a new resource base.	☐	☒	☐		
7	The proposed or existing program will initiate a branch campus.	☐	☒	☐		
8	The proposed or existing program will initiate a dual degree program with another institution.	☐	☒	☐		
9	The proposed or existing program will initiate a joint degree program with another institution.	☐	☒	☐		
10	The proposed or existing program will initiate a certificate program? (if yes, answer the following)	☐	☒	☐		
11	• Will the proposed certificate program utilize existing courses?	☐	☐	☐	☒	
12	• Will the proposed certificate program be offered at a new off-Grounds site?	☐	☐	☐	☒	
13	• Does the proposed certificate program represent a significant departure from previously approved programs?	☐	☐	☐	☒	
14	The proposed or existing program will be initiated at a new off-Grounds site? (if yes, answer the following)	☐	☒	☐		
15	• Will a student be able to earn 50 percent or more of program credits at the site?	☐	☐	☐	☒	
16	• Will a student be able to earn 25 to 49 percent of program credits at the site?	☐	☐	☐	☒	

	UK Substantive Change Items	Yes	No	Not Sure	N/A	Provide brief explanation (if necessary)
17	• Will a student be able to earn 24 percent or less of program credits <u>at the site</u>?	☐	☐	☐	☒	
18	The proposed or existing program will be at an <u>existing off-Grounds site</u>? *(if yes, answer the following)*	☐	☒	☐		
19	• Does the proposed program represent a significant departure from previously approved programs [at the existing site]?	☐	☐	☐	☒	
20	The proposed or existing program will be offered via distance education. *(if yes, answer the following)*	☒	☐	☐		
21	• Will more than 50 percent of the program be offered via distance education?	☐	☒	☐	☐	
22	• Will 25-49 percent of the program be offered via distance education?	☒	☐	☐	☐	Up to three of the required research methods courses may be taken in either online or face-to-face format. These courses are existing online offerings.
23	• Will less than 25 percent of the program be offered via distance education?	☒	☐	☐	☐	Up to three of the required research methods courses may be taken in either online or face-to-face format. These courses are existing online offerings.
24	• Total number of proposed course changes (as applicable)	☐	☐	☐	☒	
25	The proposed or existing program or courses will be initiated through contractual agreement or consortium.	☐	☒	☐		
26	The proposed or existing program will relocate an existing off-Grounds site.	☐	☒	☐		
27	The change to the existing program will <u>significantly alter the length of the currently approved program</u>.	☐	☒	☐		
28	The proposed or existing program will initiate a degree completion program.	☐	☒	☐		
29	The proposed program will close an existing program.	☐	☒	☐		