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.

<table>
<thead>
<tr>
<th>SUMMARY OF CHANGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check all that apply.</td>
</tr>
<tr>
<td>Courses</td>
</tr>
<tr>
<td>Criteria for admissions/progression/termination</td>
</tr>
</tbody>
</table>

1. General Information

1a Change is for: □ UNDERGRADUATE CERTIFICATE OR □ GRADUATE CERTIFICATE

1b Date of contact with Institutional Effectiveness (IE)1:

□ Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.

1c College2: Education

Department2: Curriculum & Instruction

1d CIP code:

1e Current certificate name: Graduate Certificate in Distance Education

Proposed certificate name:

1f Today's Date: 08/13/19

1g Requested effective date: □ Fall semester following approval. OR □ Specific Date3: Fall 2019

1h Contact person name: Joan Mazur

Phone / Email: 859-481-1413 / jmazur@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)

Adding the revised course EDC 611/Authoring Applications for E-Learning will provide important content knowledge as an elective for Distance Education Certificate graduate students. EDC 611 was already been

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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.
approved for DE Delivery in Spring 2019.

3a. Will the requested changes result in the use of courses from another unit? Yes ☐ No ☒

If “Yes,” describe generally the courses and how they will used.

If “Yes,” two pieces of supporting documentation are required.

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

☐ 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 ☐ No ☒

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 ☐ No ☒

If “Yes,” note the specific changes in the grid below.

Prefix & Nmbr | Credit Hrs | Title | Prefix & Nmbr | Credit Hrs | Title | Course Status
---|---|---|---|---|---|---
Select one....
Select one....
Select one....
Select one....
Select one....

4b Provide the Bulletin language about required courses.

Students wil take one (1) required course in Course Development, one (1) required course in Program Development (There is no change to the 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 ☒ No ☐

If “Yes,” note the specific changes in the grid below.

Prefix & Nmbr | Credit Hrs | Title | Prefix & Nmbr | Credit Hrs | Title | Course Status
---|---|---|---|---|---|---

---

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”).
<table>
<thead>
<tr>
<th>Nmbr</th>
<th>Course Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Authoring Applications for E-Learning</td>
<td>New</td>
</tr>
<tr>
<td>3</td>
<td>Instructional Design I</td>
<td>N/C</td>
</tr>
<tr>
<td>3</td>
<td>Digital Game-based Learning</td>
<td>N/C</td>
</tr>
<tr>
<td>3</td>
<td>Adv. Prac: Spec EdTech</td>
<td>N/C</td>
</tr>
<tr>
<td>3</td>
<td>Practicum Edsrc Person Prep</td>
<td>N/C</td>
</tr>
</tbody>
</table>

4c Provide the Bulletin language about elective courses.

Students will take two(2) elective courses (there is no change to the number of elective courses).

5. Other Changes

5a Are there any other changes to the certificate? If “Yes,” note below. (150 word limit)  

Yes [ ]  No [x]

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).

<table>
<thead>
<tr>
<th>Reviewing Group Name</th>
<th>Date Approved</th>
<th>Contact Person Name/Phone/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>6a (Within College)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Faculty C&amp;I</td>
<td>8/19/19</td>
<td>Mazur / 7-4896 / <a href="mailto:jmazur@uky.edu">jmazur@uky.edu</a></td>
</tr>
<tr>
<td>COE Course &amp; Curricula</td>
<td>9/04/19</td>
<td>Jane Jensen/257-1929/jane.jensen@uky.edu</td>
</tr>
<tr>
<td>College</td>
<td>9/20/19</td>
<td>Rosetta Sandidge/8-2887/rosetta.sandidge@uky.edu</td>
</tr>
</tbody>
</table>

6b (Collaborating and/or Affected Units)

Department of EDSRC Faculty

<table>
<thead>
<tr>
<th>Date Approved</th>
<th>Contact Person Name/Phone/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>/</td>
<td>/</td>
</tr>
<tr>
<td>/</td>
<td>/</td>
</tr>
</tbody>
</table>

6c (Senate Academic Council)

<table>
<thead>
<tr>
<th>Date Approved</th>
<th>Contact Person Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Health Care Colleges Council (if applicable)</td>
</tr>
<tr>
<td></td>
<td>Graduate Council</td>
</tr>
</tbody>
</table>
Re: Additional Elective to Add to Dist. Ed. Grad. Certificate

Ault, M
Mon 8/26/2019 10:10 AM
To: Huang, Kun <K.Huang@uky.edu>, Mazur, Joan <jmazur@uky.edu>; Crystal, Ralph <ralph.crystal@uky.edu>
Cc: Spriggs, Amy <amy.spriggs@uky.edu>

Hello,

Thank you for sending the syllabus for EDC 611, a possible elective for the DE certificate. I think this course would make an excellent elective for the certificate, so I am in favor of adding it.

Melinda

From: "Huang, Kun" <K.Huang@uky.edu>
Date: Monday, August 26, 2019 at 9:53 AM
To: "Mazur, Joan" <jmazur@uky.edu>, "Ault, M" <Melinda.Ault@uky.edu>, "Crystal, Ralph" <ralph.crystal@uky.edu>
Cc: Amy Spriggs <amy.spriggs@uky.edu>
Subject: Re: Additional Elective to Add to Dist. Ed. Grad. Certificate

Dear all,

As requested, attached please find the syllabus for EDC 611, Authoring Applications for E-learning.

Thanks,

Kun

From: Mazur, Joan <jmazur@uky.edu>
Sent: Monday, August 26, 2019 8:36 AM
To: Huang, Kun <K.Huang@uky.edu>
Subject: FW: Additional Elective to Add to Dist. Ed. Grad. Certificate

See below – sorry I forgot to copy YOU on this send!!! Please forward your syllabus to them.

THANKS! Joan

From: Joan Mazur <jmazur@uky.edu>
Date: Monday, August 26, 2019 at 8:34 AM
To: "Ault, M" <Melinda.Ault@uky.edu>, "Crystal, Ralph" <ralph.crystal@uky.edu>
Cc: "Spriggs, Amy" <amy.spriggs@uky.edu>
Subject: Re: Additional Elective to Add to Dist. Ed. Grad. Certificate

Kun,
Would you please send along your EDC 611 syllabus to our colleagues over in special education?

From: "Ault, M" <Melinda.Ault@uky.edu>
Date: Sunday, August 25, 2019 at 9:12 PM
To: Joan Mazur <jmazur@uky.edu>, "Crystal, Ralph" <ralph.crystal@uky.edu>
Cc: "Spriggs, Amy" <amy.spriggs@uky.edu>
Subject: Re: Additional Elective to Add to Dist. Ed. Grad. Certificate

Hi Joan,
This seems like an interesting course. Do you have a syllabus you could send?

Melinda
Re: Additional Elective to Add to Dist. Ed. Grad. Certificate

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Mon 8/26/2019 10:10 AM
To: Huang, Kun <K.Huang@uky.edu>; Mazur, Joan <jmazur@uky.edu>; Crystal, Ralph <ralph.crystal@uky.edu>
Cc: Spriggs, Amy <amy.spriggs@uky.edu>

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Subject: Re: Additional Elective to Add to Dist. Ed. Grad. Certificate

Hi Joan,

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Melinda
Hi Kun,

The proposal was approved by voice vote at the EDC Retreat on August 19 and affirmed by voice vote at our regular department meeting on September 6.

Jared

---

From: "Huang, Kun" <K.Huang@uky.edu>
Date: Monday, September 16, 2019 at 9:24 AM
To: Stallones, Jared <jared.stallones@uky.edu>
Cc: "Johnson, Kriss" <kristine.johnson@uky.edu>
Subject: 9/6 department meeting on EDC 611 approval

Good morning, Dr. Stallones,

Would you be able to send me an email to confirm that the proposal of EDC 611 as an elective for our DE certificate has been approved by the department in the meeting held on September 6th? We will need this information to submit the revised paperwork to the C&C committee.

Thank you!

Kun

Kun Huang, Ph.D.
Assistant Professor of Instructional Systems Design
Department of Curriculum & Instruction
University of Kentucky | College of Education
Email: K.Huang@uky.edu
Re: 9/6 department meeting on EDC 611 approval

Stallones, Jared
Mon 9/16/2019 2:05 PM
To: Huang, Kun <K.Huang@uky.edu>

Hi Kun,

The proposal was approved by voice vote at the EDC Retreat on August 19 and affirmed by voice vote at our regular department meeting on September 6.

Jared

From: "Huang, Kun" <K.Huang@uky.edu>
Date: Monday, September 16, 2019 at 9:24 AM
To: "Stallones, Jared" <jared.stallones@uky.edu>
Cc: "Johnson, Kris" <kristine.johnson@uky.edu>
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Department of Curriculum & Instruction
University of Kentucky | College of Education
Email: K.Huang@uky.edu