

UK Core Course Proposal Process

1. Purpose for submitting: *Submitting for approval*

2. Type of proposal: *Campuswide policies (including Senate Rules)*

3. Specific action being requested: *Change*

4. Proposer: *Keiko Tanaka*

5. Affiliation of proposer:

6. Proposal submitted on behalf of another unit or organization

6.a. If "Yes," name of the submitting unit/organization:

7. Rationale for proposal:

To communicate better with instructors and students about the UK Core curriculum, the SUKCE developed: (a) UK Core syllabus template (based on the Senate course syllabus template), (b) revised languages to be added to the Curriculog, and (c) UK Core Review Checklist to be added to the existing "Course Checklist".

8. Does the proposal include a change to the Senate Rules?

Not applicable

8.a. If "Yes," what section of the Senate Rules?

8.b. If "Yes," what is the requested effective date?

9. If asking for feedback, how will the feedback be used?

[Note to instructors: Course syllabi must comply with University Senate policies regarding the syllabus and this template reflects these policies. Text within this template in brackets is guidance for the instructor; italicized text indicates sample language. Boilerplate language for some common “optional” sections is at the end of this document. Details about these policies are available on the Senate’s [website](#). **When seeking an approval for a new UK Core designation or changes within the existing UK Core course, your syllabus must include additional items highlighted below.]**

Course: ABC 123-002

Title: Course Title

Term:

Credit hours:

Meeting days/time/location:

This course will satisfy 3 credit hours of UK Core [specify the area]

Instructor Information

Name:

Email:

Office building and room number:

Office phone: (859)

Office hours:

[Note to instructors: For courses delivered via distance learning instruction, the syllabus must include the three items below.

1. Virtual office hours:
2. Preferred method of communication:
3. Maximum timeframe for responding to student communications:

All other aspects of syllabi are the same for face-to-face courses and distance learning courses.]

Course Description

[Provide a course description that generally corresponds to the description in the Schedule of Classes.]

Course Prerequisites

[List course prerequisites, if any, or include prerequisites in the “Course Description,” above.]

[Note to instructors. Senate UK Core Education Committee (SUKCEC) will not approve a UK Core course with prerequisites unless they are absolutely necessary for pedagogical reasons.]

Required Materials

[Describe textbooks, lab materials, required readings, films, etc.]

Associated Expenses

[If applicable, list expenses for items other than “Required Materials,” such as costs for field trips, proctoring fees, or polling software devices.]

Activities Outside of Regular Class Meetings

[If applicable, describe activities outside of regularly scheduled class-required interactions, such as special events and field trips.]

Skill and Technology Requirements

[If applicable, list specific technical/digital literacy skills or software that are required. Include the preferred procedure for resolving technical issues for each service or software used in the course.]

For technical assistance, contact ITS Customer Services 24/7 at 859-218-HELP (4357) for urgent needs. For non-urgent matters, submit a: [Customer Services Assistance Request form](https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0013267) (https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0013267) or [chat](https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0012778) with ITS (https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0012778).

Student Learning Outcomes

[Provide learning outcomes, which are a description of what a student will be able to do upon completion of the course. **Make sure to link your course SLOs with the UK Core area SLOs. If they are different, list the UK Core area SLOs first, and then list your course specific SLOs below which enable students to meet the former SLOs]**

After completing this course, the student will be able to:

Describe something

Analyze an issue and develop a solution

Prepare a document for...

Course Details

Tentative Course Schedule

[At a minimum include due dates of major assignments and exams. More detailed information must also be provided, either within the syllabus or located on another platform, such as a Learning Management System (e.g., Canvas).]

Course Activities and Exams

[Provide a descriptive/linear list of activities and exams. The syllabus must include language that describes to students how their grades will be calculated. As applicable, include the following: a list of activities with enough description for students to understand the course requirements; the factors used in determining grades (e.g., absences, required interactions, or late assignments); and due dates. The greater the percentage of the grade, the more detailed the description should be. If applicable, include a caveat that the course schedule can be changed and explain under what circumstances they can be changed. If participation/interactions are graded, clarify the meaning of "participation/interaction." If applicable, describe how individual students are assessed in group work.]

Grading Scale

[Describe the course grading scale. If the course is at the 400G- or 500-level, it must have a grading scale for both undergraduate and graduate students. There must also be differentiated expectations for undergraduate and graduate students. The differential expectations involve either the graduate students completing additional or distinct assignments that are consistent with graduate-level scholarship, or the graduate students being subject to different grading criteria that reflects the higher (graduate) standard. The "D" grade is not applicable to graduate students.]

Sample grading scale for undergraduate students:

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D
Below 60% = E

Sample grading scale for graduate students:

90 – 100% = A
80 – 89% = B
70 – 79% = C
Below 70% = E

Midterm Grades

For undergraduates, midterm grades will be posted in myUK by the deadline established by the University Senate and published in the [Academic Calendar](https://registrar.uky.edu/academic-calendars/university). (<https://registrar.uky.edu/academic-calendars/university>)

Attendance Policy/Acceptable Documentation

[If applicable, include the course attendance policy and what constitutes acceptable documentation for excused absences, e.g. a letter from an institution or provider, or published information. Include any policy related to absences due to major religious holidays. Penalties for unexcused absences must be listed in the course syllabus; if an attendance policy is not described in the syllabus, students cannot be penalized for lack of attendance.]

Assignment Policies

Assignment Submissions

[If applicable, explain that assignments must be submitted via a certain method, such as email or via a specific software program or file type.]

Returning Assignments to Students

[If stated in the syllabus, an instructor may have a policy to not return exams (and other graded material) to students, if students have reasonable access to their exams (and other graded material) during at least one regularly scheduled class meeting.]

Late Assignments

[Explain if late assignments are accepted for unexcused absences and if there are penalties or time limits for work submitted after the due date. (Per the [University Senate Rules](https://universitysenate.uky.edu/rules-and-elections/university-senate-rules), within some guidelines late assignments must always be accepted for excused absences. (<https://universitysenate.uky.edu/rules-and-elections/university-senate-rules>))]

Assignments Due during Prep Week

[If applicable, describe what assignments will be due during Prep Week. No project, lab practical, paper, presentation deadline or oral/listening examination can be scheduled during Prep Week unless it was scheduled in the syllabus AND the course has no final examination (or assignment that acts as a final examination) scheduled during finals week. A course with a lab component may schedule the lab practical of the course during Prep Week if the lab portion does not also require a final examination during finals week. For the fall and spring semesters only, the final exam period is preceded by two Reading Days and a weekend. During that time period, instructors cannot schedule any required interactions (required class meeting or event attendance, due date, etc.), unless it is a weekend class.]

Academic Policy Statements

[Syllabi must include either a link to the Senate’s [Academic Policy Statements](https://universitysenate.uky.edu/standard-academic-policy-statements), or a copy and paste of the text at that URL. (<https://universitysenate.uky.edu/standard-academic-policy-statements>)]

Academic Offenses (Cheating, Plagiarism, and Falsification or Misuse of Academic Records)

[Syllabi for undergraduate- and graduate-level classes must include either a link to the Senate-maintained web page of [Rules Regarding Academic Offenses](https://universitysenate.uky.edu/academic-offenses-rules-undergraduate-and-graduate-students) or a copy and paste of the text at that URL. (<https://universitysenate.uky.edu/academic-offenses-rules-undergraduate-and-graduate-students>)
Syllabi for professional-level classes must include that program’s rules on academic offenses or a link to a page with that information. (There is no Senate-maintained web page with academic offense policies for professional courses.)]

Resources

[Describe specific resources that may be useful to students, such as UK’s [Distance Learning Library Services](https://libraries.uky.edu/DLLS), [Tutoring and Coaching Resources](https://studentsuccess.uky.edu/academicresources), proctoring information, etc. (<https://libraries.uky.edu/DLLS>, <https://studentsuccess.uky.edu/academicresources>)]

Diversity, Equity, and Inclusion

[Instructors must include a URL to or text of a statement on diversity, equity, and inclusion approved by a relevant faculty body. Any faculty body-approved statement meets this requirement, including the Senate Council-approved [Syllabus Statement on Diversity, Equity, and Inclusion \(DEI\)](https://universitysenate.uky.edu/syllabus-statement-diversity-equity-and-inclusion-dei). (<https://universitysenate.uky.edu/syllabus-statement-diversity-equity-and-inclusion-dei>)]

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### [Optional] Student Resources

*The University offers a variety of resources to students. Visit the University Senate’s [Resources Available to Students](https://universitysenate.uky.edu/resources-available-students) to access that list (<https://universitysenate.uky.edu/resources-available-students>).*

### [Optional] Classroom Behavior Policies

Use this section to describe any policies that you enforce in your classroom, e.g., no cellphones or guidelines for respectful dialogue.

**[Note regarding following optional statements on intellectual property:** Faculty have rights regarding their intellectual property, as described in [Administrative Regulation 7.6](https://regs.uky.edu/administrative-regulation/ar-76) (<https://regs.uky.edu/administrative-regulation/ar-76>). The two passages below regarding Course Recordings and Course Copyright can be included in syllabi, for faculty to assert these rights and grant various permissions to students. If included, the text on Course Recordings and the text on Course Copyright may be edited by the instructor(s) as appropriate for their courses and circumstances.]

### [Optional] Course Recordings

The University of Kentucky Code of Student Conduct defines Invasion of Privacy as using electronic or other devices to make a photographic, audio, or video record of any person without their prior knowledge or consent when such a recording is likely to cause injury or distress.

Meetings of this course may be recorded. All video and audio recordings of lecturers and class meetings, provided by the instructors, are for educational use by students in this class only. They are available only through the Canvas shell for this course and are not to be copied, shared, or redistributed.

As addressed in the Code of Student Conduct, students are expected to follow appropriate university policies and maintain the security of linkblue accounts used to access recorded class materials. Recordings may not be reproduced, shared with those not enrolled in the class, or uploaded to other online environments.

If the instructor or a University of Kentucky office plans any other uses for the recordings, beyond this class, students identifiable in the recordings will be notified to request consent prior to such use. In anticipation of such cases, students may be asked to complete an “authorization of use” form by a faculty member.

Video and audio recordings by students are not permitted during the class unless the student has received prior permission from the instructor. Any sharing, distribution, and or uploading of these recordings outside of the parameters of the class is prohibited. Students with specific recording accommodations approved by the Disability Resource Center should present their official documentation to the instructor.

#### **[Optional] Course Copyright**

All original instructor-provided content for this course, which may include handouts, assignments, and lectures, is the intellectual property of the instructor(s). Students enrolled in the course this academic term may use the original instructor-provided content for their learning and completion of course requirements this term, but such content must not be reproduced or sold. Students enrolled in the course this academic term are hereby granted permission to use original instructor-provided content for reasonable educational and professional purposes extending beyond this course and term, such as studying for a comprehensive or qualifying examination in a degree program, preparing for a professional or certification examination, or to assist in fulfilling responsibilities at a job or internship; other uses of original instructor-provided content require written permission from the instructor(s) in advance.

#### **Course Assignment Map**

**[Attach a table that shows how course assignments contribute to meeting the relevant UK Core SLOs]**

# Core Items to be Added to the Curriculog Form

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Senate UK Education Committee

April 5, 2024

The Senate UK Education Committee requests that the UK Core sections of the Curriculum form be changed as follows.

## A. At the Top of Each UK Core Area Section

### **Current Language for each UK Core area.**

*Please complete this section if you are seeking approval for this course to be included in this UK Core area. If not, then collapse this section and skip to the next section.*

### **Proposed Language for each UK Core area.**

*Please complete this section if you are seeking approval for this course to be included in this UK Core area. If not, then collapse this section and skip to the next section.*

*All UK Core courses are assessed every other year to ensure that the Student Learning Outcomes (SLOs) of the UK Core program are consistently met. Before filling out this section of the form, please make sure that both the instructor of record and the educational unit have read all the relevant documents concerning the UK Core program available at the [University Senate UK Core Education Committee website \(https://universitysenate.uky.edu/uk-core\)](https://universitysenate.uky.edu/uk-core).*

## B. At the Bottom of Each UK Core Area Section, Before “Reviewer’s Comments”

Add the following question, immediately below the last question concerning information literacy.

*Describe how the educational unit(s) through which this course is offered will maintain its consistency as an UK Core course regardless of who teaches the course.*

Add the following statement, similar to DL Q11 in the Curriculog form.

*I, the instructor of record, have read and understood that this course will be assessed every other year. I also confirm that the educational unit(s) through which this Core course will be offered understands that regardless of who teaches the course, the unit(s) is responsible for maintaining the consistency of this course in meeting the UK Core area SLOs.*

Instructor Name:

## Senate UK Core Education Committee Course Proposal Checklist

(for Proposers and Reviewers)

The SUKCEC has approved that the following items be added to the Course Checklist, used by the Undergraduate Council.

| <b>Course Details</b>                        |                                                                                                                                                 |                      |    |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----|
| Course Prefix & Number                       |                                                                                                                                                 | Proposer Name        |    |
| Course Title                                 |                                                                                                                                                 | Proposer Email/Phone |    |
| Department                                   |                                                                                                                                                 | College              |    |
| UK Core Area                                 |                                                                                                                                                 | Date of Review       |    |
| <b>Core Syllabus/Curriculog Entry Review</b> |                                                                                                                                                 |                      |    |
| 1                                            | Section/instructor-specific course description is added <b>below</b> the course description if multiple sections/instructors expected to teach. | Yes                  | No |
| 2                                            | UK Core Area to be designated is clearly stated in the syllabus.                                                                                | Yes                  | No |
| 3                                            | No prerequisite is required.                                                                                                                    | Yes                  | No |
| 4                                            | UK Core area student learning outcomes (SLOs) are included.                                                                                     | Yes                  | No |
| 5                                            | Course specific SLOs align with UK Core area SLOs.                                                                                              | Yes                  | No |
| 6                                            | Course SLOs reflect the level of the Core course.                                                                                               | Yes                  | No |
| 7                                            | Assignment descriptions in the syllabus are sufficient to evaluate whether the course meets UK Core area SLOs.                                  | Yes                  | No |
| 8                                            | Assignments in the syllabus align with UK Core area SLOs.                                                                                       |                      |    |
| 9                                            | Narrative descriptions of examples in Curriculog show that the course contents align with UK Core area SLOs.                                    | Yes                  | No |
| 10                                           | Assignment(s) selected to be used for UK Core Assessment are sufficient to demonstrate that the course contributes to meeting the UK Core SLOs. |                      |    |
| 11                                           | Curriculog describes how the course will maintain its consistency as an UK Core course by the educational unit.                                 | Yes                  | No |
| 12                                           | The proposing instructor understands that the course will be assessed every other year. [evident from the signing the form]                     | Yes                  | No |
| 13                                           | The proposing educational unit understand that it is their responsibility for maintaining the consistency of the course as an UK Core course.   | Yes                  | No |