

CHANGE MASTERS DEGREE PROGRAM FORM

1. GENERAL INFORMATION

College:	Education	Department:	Early Childhood, Special Education, and Rehabilitation Counseling		
Current Major Name:	Applied Behavior Analysis	Proposed Major Name:	same		
Current Degree Title:	Master of Science	Proposed Degree Title:	same		
Formal Option(s):	N/A	Proposed Formal Option(s):	N/A		
Specialty Fields w/in Formal Option:	N/A	Proposed Specialty Fields w/in Formal Options:	N/A		
Date of Contact with Institutional Effectives ¹ :		8/15/19			
Bulletin (yr & pgs):	18/19; 1-2	CIP Code ¹ :	42.2814	Today's Date:	8/15/19
Accrediting Agency (if applicable):					
Requested Effective Date:	<input type="checkbox"/> Semester following approval.	OR	<input checked="" type="checkbox"/> Specific Date ² :	Fall 2020	
Dept. Contact Person:	Sally Shepley	Phone:	257-8596	Email:	sally.shepley@uky.edu

2. CHANGE(S) IN PROGRAM REQUIREMENTS

		<u>Current</u>	<u>Proposed</u>
1.	Number of transfer credits allowed (Maximum is Graduate School limit of 9 hours or 25% of course work)	9	
2.	Residence requirement (if applicable)	Yes, Students will need to complete a one semester residency in which they complete their thesis project.	
3.	Language(s) and/or skill(s) required	N/A	
4.	Termination criteria	Student must maintain a 3.0 GPA; if a student earns a second grade of C or lower, student may be dismissed from program.	
5.	Plan A Degree Plan requirements ³ (thesis)	This is a Plan A degree; exit requirement will be a thesis.	
6.	Plan B Degree Plan requirements ³ (non-thesis)		
7.	Distribution of course levels required (At least one-half must be at 600+ level & two-thirds must be in organized courses.)	31 of 34 hours at 600 level	

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.

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8.	Required courses (if applicable)	EDS 601,EDS 603, EDS 605, EDS 612, EDS 614, EDS 615, EDS 616, EDS 630 , EDS 633, EDS 660, EDS 661, EPE 557, EDS 768	<i>EDS 601,EDS 603, EDS 605, EDS 612, EDS 617, EDS 630 , EDS 633, EDS 660, EDS 661, EPE 557, EDS 768</i>
9.	Required distribution of courses within program (if applicable)	Students are required to take 18 credit hours (five 3-hour courses: 601, 603, 605, 630, 633; three 1-hour courses 614, 615, 616), that will qualify them to sit for the examination to become a Board Certified Behavior Analyst. These courses prepare students with the practical (601, 603, 605, 630), research (633), ethical (614, 615, 616) knowledge of a behavior analyst. In addition students will take 6 credit hours related to applied skills (612). Students will also be required to take 6 hours of credit related specifically to Autism Spectrum Disorders (ASD; 660, 661) because many behavior analysts work with children with ASD, the course sequence will provide a deeper understanding of ASD. Students will take 3-credits of Master's Thesis (EDS 768) and have 3-credits of a basic statistics course (EPE 557).	
10.	Final examination requirements	The Masters in ABA program requires successful completion of 33 credit hours of coursework and successful defense of a 3-credit hour thesis. Candidates for the Masters in ABA will complete a thesis during their final semester of the program. A student must have satisfactorily completed 20 hours of coursework in order to begin the thesis. A student with an incomplete (I) will not be allowed to begin the thesis until the I has been removed from the student's	

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		<p>transcripts. The thesis must include research that involves effects of academic or behavioral intervention on behavior change. The thesis will be assessed by the student's advisory committee and will be graded based on a pass/fail basis, as determined by evaluation rubric. Results of thesis defense will be submitted to the Graduate School by the student's advisory committee chair.</p> <p>A final examination is required of all master's students at the University of Kentucky. It is the student's responsibility to ensure all College and Graduate School requirements are met prior to completion of thesis.</p>	
11.	<p>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></p>		
	<p>The proposed changes do not involve courses offered by another department/program</p>		
12.	<p>List any other requirements not covered above?</p>		
	<p>n/a</p>		
13.	<p>Please explain the rationale for changes. If the rationale involves accreditation requirements, please include specific references to those requirements.</p>		
	<p>In the current approved program there are three separate one-hour courses related to ethics for behavior analysts (a minimum of three credit hours is required to be considered a Verified Course Sequences from the Behavior Analyst Certification Board). The proposed change could collapse the three one-hour courses (EDS 614, 615, 616) into a single three-hour course (EDS 617). The original sequence of courses was designed to be manageable for the few faculty eligible to teach these courses. Since the original sequence, additional faculty have been hired.</p>		

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Signature Routing Log

General Information:

Proposal Name: Applied Behavior Analysis

Proposal Contact Person Name: Sally Shepley

Phone: 257-
8596

Email: sally.shepley@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
EDSRC Department	5/07/19	Ralph Crystal/ralph.crystal@uky.edu/257-8275	
Education Courses and Curricula	9/04/19	Jane Jensen/257-1929/jane.jensen@uky.edu	
College of Education	9/20/19	Rosetta Sandidge/8-2887/rosetta.sandidge@uky.edu	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁴
Undergraduate Council			
Graduate Council	10/10/19	Roshan Nikou	
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

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

Subject: Substantive Change Decision

Date: Monday, August 19, 2019 at 1:00:05 PM Eastern Daylight Time

From: noreply@qualtrics-survey.com

To: Shepley, Sally

Dear Sally Shepley,

Thank you for your email regarding the proposed program change(s) to **Applied Behavior Analysis, Master's (42.2814)**.

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):

· Currently, students in this program take 3 separate 1-hour ethics courses (EDS 614, 615, 616). We are proposing to change this to a single 3-hour course (EDS 617).

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>

SPED Agenda
5/7/19
222 TEB

- Attendance- Shepley, Brostek-Lee, Ackerman, Horn, Ainger, Stawasz, Crystal, Allday, Lane, Bausch, Ault, Spriggs
- Minutes from April (vote)
 - Shepley motion
 - Lane second
 - All in favor- carries unanimously
- Agenda items e-mailed prior to meeting for review
 - Program Faculty Chair Meeting Update (Ackerman/Lee)
 - 4/9/19 – AAQEP presentation
 - 4/23/19 – continued discussion about continuing with CAEP or moving over to AAQEP
 - There is a discussion at the college level of moving from CAEP accreditation to AAQEP. The SPED program was asked if they preferred 1) to only go with state approval (EPSB); 2) continue with EPSB and CAEP; or 3) continue with EPSB and CAEP but move over to AAQEP. Those consulted agreed that our order of preference would be 2, 3, then 1... we want more than state approval, but AAQEP is still in the pilot phase
 - Students of concern (update)
 - ReSt – she has contacted the registrar about appealing our decision; Christopher Reese is not sure why she contacted the registrar, but he sent them her dismissal letter. I inquired about the timeline provided in the letter regarding her window of appeal. There was no time limit set; this is something 166 is looking into for future Retention letters.
- New Business
 - Dr. Crystal
 - Meada Hall – Adjunct Status
 - From *Faculty of Office Advancement*- No longer considered in perpetuity; we need to decide if want to extend her now, but if we wait until after June 30 it is a different process
 - Can let appointment it expire if do not want to extend
 - Can decide to reappoint to someone else
 - Jeri Custodero – Appointment Extension
 - Her appointment ends in December; per Dean's office- they can extend for 6 months and then go through a review process to be reappointed; the preference of the Dean's office is to put on a schedule that matches most faculty (May review)
 - Items across programs
 - EDS 513

- DL students in spring 2019 dropped class
 - Summer all DL students- has a TA
 - Marty Jenter (?) could teach a law class- Spriggs to email her to see if interested in teaching starting in the Fall
- VI/O&M Updates (Lee) – none reported
 - Rosie Stawasz is leaving at the end of the semester
 - Donna to give a position request to Crystal to give to Sandidge
 - Crystal meeting with the Dean tomorrow
 - If someone is not hired before Spring 2020 semester then the current faculty will not be able to cover the VI and O&M programs; therefore O&M will not admit for the Fall 2019 cohort
 - Spriggs preference
 - Grant not approved for next year (hopefully by end of June)
- SPED Program Updates
 - EDS 516
 - STEM reached out to ensure topics covered are relevant to high school; Jeri to rework to ensure she has a range of topics or add in-class activities in which small groups develop examples for different grade levels
 - TA Needs for Fall
 - EDS 375
 - H. Keene/L. Johnson to split the TA position
 - EDS 513?
 - No if we can get Marty to do it
 - Could put in a DL room do the technology starts automatically
 - EDS 547
 - H. Keene/L. Johnson to split the TA position
 - any others?
 - Positive Notes & Star Students
 - Shared notes from teachers praising Amanda Rice and Hannah Rowe
 - 16 of 19 students teachers already have jobs or are going to graduate school
 - Students of Concern
 - LaBr
 - MSD only; not turning in assignments or uploading things to OTIS; turns in at last minute; got a C in EDS 548 and B's in two other courses; strong in the classroom (was placed with Barb Rowland)
 - Spriggs to put on professional growth plan- turn in assignments on the day they are due; give to her and her Fall instructors
 - HoSI

- Failed a practicum previously; Was warned about grades- has multiple Cs and an E
 - This semester- substitute teaching in classrooms; bashing faculty to student teachers in the classrooms
 - Lack of professional behavior habitual (evidence for more than 5 situations); Steve Parker and Christopher recommended she be dismissed from the program
 - Lane motion to dismiss HoSh from the program given the documentation and support from Steve Parker
 - Allday second
 - Discussion- none
 - In favor- all
 - Opposed- non
 - Motion carries unanimously
 - Alternative Certification Program
 - U of L just started online DL and got a tuition reimbursement program
 - We need to figure out ways to increase recruitment for this program- currently have no enrollment in alt. cert. program
 - ABA Program Updates – none reported
 - Allday: Motion to create a new Professional Ethics in ABA course for the ABA program- EDS 617 (ridding of EDS 614, 615, 616 and combing into one 3-hour course)
 - Lane Second
 - All in favor- carries unanimously
- Discussion Items
 - Master's classes – OTIS artifacts by course
 - What are the required artifacts for each course and ensure students upload them (put in syllabus)
 - Shepley to add to 601 first night- create OTIS account
 - Master's course sequence
 - EDS 630 before EDS 633 (change the Fall Semester students take these)
 - ABA takes EDS 630 first then EDS 633; SPED takes in reverse order
 - Proposed to do 630 first Fall and then 633 second Fall for ALL masters
 - EDS 634 options
 - Currently- develop a contract (in past most have been developing their proposal)
 - TRIPLETS Take 634 in Spring (but will be actively collecting data for their thesis so their TL project needs to be different)
 - Fall 19/Spring 20 course coverage
 - Needs
 - Fall
 - EDS 517

- TBD
- August retreat

- Action Items
 -

Reminders:

- Graduate options for SPED
 - Committee: Allday, Ault, Lane, Shepley

Upcoming Dates:

- Future SPED meetings (222 TEB)
 - First Tuesday of the month 9:00 – 11:00
- Field Supervisors Meetings (109 DH; 2:00-3:00)
- Program Faculty Chairs Meetings (109 DH)
 - Fourth Tuesday of the month 2:00 – 3:30

EDSRC Faculty Meeting Minutes
May 07, 2019, 12:30 – 2 pm
222 Taylor Education Building

Call to Order:

Department Chair Ralph Crystal called the meeting to order at 12:30 pm

Present: Present: Ackerman, Allday, Bausch, Crystal, Grisham-Brown, Harley, Hawkins-Lear, Lane, Lee, Levine, Maxwell, McCormick, Rogers, Sampson, S. Shepley, Spriggs, Stawasz, Bates, McCord, Stewart (Ault – sabbatical)

Approval of minutes:

Dr. Sally Shepley moved to approve the minutes from April 02, 2019. Dr. Amy Spriggs seconded – the question was called, and the vote taken was unanimous.

Announcements:

Ralph Crystal reviewed the following announcements:

With the end of the current academic year plans are being made for the coming academic year. Here are initial dates I recently received and forwarded several weeks ago:

The Council of Chairs are meeting in the morning on Friday August 16th. This will be followed by a lunch with the Council of Chairs and new College of Education faculty.

The University New Faculty Orientation will be conducted on Monday August 19 at the Gatton Student Center

We will have a department meeting on Tuesday August 20 between 9 am and about 11:30. This will be followed by a lunch. In the afternoon on Tuesday the 20th the College of Education will hold a retreat probably starting around 12:30 or 1 pm. At this time, it is uncertain if the College will be providing lunch. If they do not the department will provide lunch.

It is my understanding that the College retreat will be held in Dickey and Taylor. Our department meeting on the 20th will be held in our suite of rooms. At this time my thinking is to conduct a full department meeting between 9 and about 10 followed by program meetings between 10 and 11:30.

I will provide additional information as it is received. Thanks.

Dr. Melinda Ault will resume her responsibilities as Director of Graduate Studies for the IECE and EDS programs on Monday May 06, 2019.

Other Announcements:

Dr. Rogers updated on the deadline to get items into Courses & Curricula. Dr. Rogers indicated that starting in the Fall 2019 semester this committee will meet the first Wednesday of each month.

Dr. Katherine McCormick said the new Library Dean is being announced.

Great News!! Congratulations to our Students, Staff, and Faculty!!

Congratulations to new Associate Professor Justin Lane for achieving promotion with tenure! Thanks also goes to Dr. Lane's mentor Dr. Allan Allday for his guidance and advice with the promotion and tenure process.

Professor Bottge received the following note from his IES AIMS Project Officer:

April is #MathAwarenessMonth. IES will be recognizing the work of your project and the video in a Tweet and a Facebook post that will be released on Monday. If you and/or anyone on your project use Twitter or Facebook, please encourage them to like and share the post to spread the word. I will do the same.

Sarah Brasiel
Education Research Scientist
National Center for Special Education Research Institute of Education Sciences U.S.
Department of Education

Congratulations to Drs. Kristin Maxwell, Jackie Rogers, and the RC faculty for attaining approval by the UK Board of Trustees and Council on Post-Secondary Education for the undergraduate Interdisciplinary Disability Studies program.

Also, thanks for the support of Interim Dean Sandidge for her unswerving support and Drs. Amy Springs and Margaret Mohr-Schroeder for their advice and guidance in navigating the university system. The program will be implemented this fall.

Drs. Melinda Ault & Amy Spriggs Pairrs Grant – Dr. Bausch recognized them for completing their grant. Thanked them for all of their collaboration.

Faculty Presentations

Kristin Maxwell presented her 4th year review as follows:

She has taught the following classes: EDS/RC 701, RC/SW 515,516; RC 560, 630, 660, 670, 680 710 & 730. She anticipates preparing her dissertation for publication. She has completed several book chapters. She has been part of Dr. Rogers' \$199,801.00 RC DL grant.

She participated as a panelist at a conference on undergraduate education in rehabilitation at the annual conference of the National Council on Rehabilitation Education in Washington, D.C. and a conference of the Kentucky Association for Persons in Supported Employment in March 2017. She also presented at the Kentucky Rehabilitation Association conference in 2016.

She is chair of the Senate Advisory Committee on Disability Accommodation and Compliance.

Dr. Maxwell discussed how she developed and received approval for our new Undergraduate Rehabilitation Program in Disability Studies, which will begin Fall 2019. The first classes will be offered in Spring 2020. This was created in various phases which required meetings, collaborations, planning, and course development. The various phases included surveys, proposals, and various levels of university and Council on Post-Secondary Education approvals. The next phase is developing a marketing and recruitment strategy.

Guests:

None

Chair's Report

Marcia Bowling has agreed to return on a part-time basis to handle the department fiscal work as well as training when the new Administrative Services Assistant Senior person is appointed. Dr. Crystal asked faculty to send Marcia items for purchase so that she can see about getting things ordered prior to the end of the fiscal year. He thanked the search committee for their work with interviewing candidates.

Dr. Crystal said that he and Dr. Bausch participated interviewing for the Philanthropy position for the college. We are hoping to have a person who can focus on donations and fundraising efforts. Dr. Grisham said she is on that search committee and they emphasized to applicants supporting faculty through fund raising.

Department Items – Old Business

1. Faculty Search Update: RC (1) Dr. Debra Harley updated on the RC position senior position. She indicated that an appointment was imminent.
2. Dr. Sally Shepley made a motion to make a approve a new course EDS 617. Dr. Donna Lee seconded. The vote taken was unanimous to approve.
3. Dr. Sally Shepley asked about the status of JAQ's and staff assignments. Dr. Crystal indicated that these would be addressed during the summer when the new ASSA is appointed.
4. Dr. Rogers asked about the proposal to add course fees. Dr. Bausch said that the

meetings she attended did not look promising for course fees being approved. She gathered that there would be no change but will follow-up.

Department Items – New Business

1. The use of EDS 558 by non-EDS programs was discussed. Dr. Spriggs stated that in going through Fall schedule she found a 558 EDS course that isn't Special Ed. She emailed Dr. Kenneth Tyler after she saw a class that seems to be dedicated to EDP students. He has not replied. Dr. Bausch said we had approved them to do this – she found that in Fall 2017 we agreed to do this.

Dr. Spriggs will email Dr. Tyler and say we realized this was approved in Fall 2017, but we will revisit this. Dr. Harley asked if it was restricted to only EDP students. Dr. Bausch said she didn't think there was a restricted course.

2. Dr. Rogers updated on renaming the Graduate Program in Rehabilitation to the Graduate Program in Counselor Education.
3. Dr. Allday provided an update on changing EDS 614 from EDS 614 to EDS 617. He said that we would like to only change course, not the syllabus. Instead of 3, 1 credit hours courses it will be a 3-hour credit class. New Course - Professional Ethics for Behavioral Analysts.

Program/Department Items

- I. DGS/GASC items
- II. IEC items
- III. EDS items
- IV. RC items Dr. Jackie Rogers discussed changing the name of the Rehabilitation Counseling program. Dr. Rogers made a motion to change the name to Graduate Program in Counselor Education. Dr. Amy Spriggs seconded. The vote was passed with one faculty member, abstaining.

- V. VI and O&M Updates – Dr. Rosie Stawasz updated that she has resigned and is moving to be closer to family.

Dr. Crystal stated that Dr. Bausch is the liaison between the program and KDE personnel for these programs.

- VI. ABA items – Dr. Allday stated that the 2018 ABA pass rate of graduates this year was 100%. The ABA clinic is moving to the Lexmark building. We will have almost 60 children. He said they still need resources to renovate and hopes to receive some funding to help support in this area. Dr. Allday encourage faculty to

come and see the building. Dr. Crystal asked Dr. Allday to maybe host an open house after he returns from sabbatical.

VII. AT items

Committee Items – Updates

VIII. Faculty Council – Dr. McCormick said that Arts & Science has been going back through old records and have recently graduated individuals who returned to complete their degrees. The university is interested dual credit – she said UK has not previously been interested in dual credit, but this is now being look at as a source of revenue.

IX. Promotion & Tenure Committee – Grisham-Brown

X. Courses and Curricula – Rogers

XI. Research Advisory – Spriggs

XII. Inclusiveness – Shepley

XIII. Media & Information – Lane

XIV. Rules – Allday

XV. Graduate Recruitment, Retention & Student Success – Crystal

XVI. Undergraduate Recruitment, Retention & Student Success - Maxwell

XVII. Faculty & Student Recognition Committee – Brostek-Lee

XVIII. Staff Council – Shelton

XIX. University Senate – Allday

XX. Undergraduate Council - Spriggs

Ad Hoc Committees

1. Report from the Website Committee
2. Report from the Top 20 Research and Scholarship Committee
3. Report from the Department Block Funding Budget Committee

Student Organizations

XXII KAECE – KY Association for Early Childhood Educators – Sampson

XXIII Student Council for Exceptional Children (SCEC) – Spriggs and Hawkins-Lear

XXIV Rehabilitation Counseling Student Association (RCSA)

a. Chi Sigma IOTA, Rho Zeta – Crystal

b. RCSA – Maxwell

XXV Living Learning Program (LLP)

There was no other business. A motion to adjourn was made, seconded, and approved. The meeting was adjourned at 2 pm.