

COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1. General Information.					
a.	Submitted by the College of: <u>Arts & Sciences</u>	Today's Date: <u>10/24/11</u>			
b.	Department/Division: <u>American Studies Program</u>				
c.	Is there a change in "ownership" of the course?			YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES, what college/department will offer the course instead? _____				
d.	What type of change is being proposed?	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor ¹	(place cursor here for minor change[OSC1] definition)	
e.	Contact Person Name: <u>Andy Doolen</u>	Email: <u>avdool2@email.uky.edu</u>	Phone: <u>257-1488</u>		
f.	Requested Effective Date:	<input checked="" type="checkbox"/> Semester Following Approval	OR	<input type="checkbox"/> Specific Term ² :	_____
2. Designation and Description of Proposed Course.					
a.	Current Prefix and Number: <u>AC 301</u>	Proposed Prefix & Number: <u>IAS 301</u>			
b.	Full Title: <u>Topics in American Culture</u>	Proposed Title: <u>Topics in American Studies</u>			
c.	Current Transcript Title (if full title is more than 40 characters): _____				
c.	Proposed Transcript Title (if full title is more than 40 characters): _____				
d.	Current Cross-listing:	<input type="checkbox"/> N/A	OR	Currently ³ Cross-listed with (Prefix & Number):	_____
	Proposed – <input type="checkbox"/> ADD ³ Cross-listing (Prefix & Number): _____				
	Proposed – <input type="checkbox"/> REMOVE ^{3,4} Cross-listing (Prefix & Number): _____				
e.	Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours⁵ for each meeting pattern type.				
Current:	_____ Lecture	_____ Laboratory ⁵	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
	<u>3</u> Seminar	_____ Studio	_____ Other – Please explain: _____		
Proposed:	_____ Lecture	_____ Laboratory	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
	<u>3</u> Seminar	_____ Studio	_____ Other – Please explain: _____		
f.	Current Grading System:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail		
	Proposed Grading System:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail		
g.	Current number of credit hours: <u>3</u>	Proposed number of credit hours: <u>3</u>			

¹ See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.

² Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

³ Signature of the chair of the cross-listing department is required on the Signature Routing Log.

⁴ Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

⁵ Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

COURSE CHANGE FORM

h.	Currently, is this course repeatable for additional credit?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	<i>Proposed to be repeatable for additional credit?</i>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	<i>If YES: Maximum number of credit hours:</i>	<u>6</u>	
	<i>If YES: Will this course allow multiple registrations during the same semester?</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
i.	Current Course Description for Bulletin:	<u>A team-taught seminar on a selected topic in American Culture, emphasizing approaches to interdisciplinary study in this field and the ways that different disciplines, when integrated, better complement an understanding of the topic. Possible topics include: slavery, racism, women's rights, Native Americans, the West, the South, the city and industrialization. May be repeated to a maximum of six credits.</u>	
	<i>Proposed Course Description for Bulletin:</i>	<u>no change</u>	
j.	Current Prerequisites, if any:	_____	
	<i>Proposed Prerequisites, if any:</i>	_____	
k.	Current Distance Learning (DL) Status:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Already approved for DL* <input type="checkbox"/> Please Add ⁶ <input type="checkbox"/> Please Drop	
	*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box <input type="checkbox"/>) that the proposed changes do not affect DL delivery.		
l.	Current Supplementary Teaching Component, if any:	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
	<i>Proposed Supplementary Teaching Component:</i>	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
3.	Currently, is this course taught off campus?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	<i>Proposed to be taught off campus?</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
4.	Are significant changes in content/teaching objectives of the course being proposed?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES, explain and offer brief rationale: _____		
5.	Course Relationship to Program(s).		
a.	Are there other depts and/or pgms that could be affected by the proposed change?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES, identify the depts. and/or pgms: _____		
b.	Will modifying this course result in a new requirement⁷ for ANY program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES ⁷ , list the program(s) here: _____		
6.	Information to be Placed on Syllabus.		
a.	<input type="checkbox"/> Check box if <u>changed to 400G or 500.</u>	If <u>changed to 400G-</u> or 500-level course you must send in a syllabus and <i>you must include the differentiation</i> between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)	

⁶ You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷ In order to change a program, a program change form must also be submitted.

COURSE CHANGE FORM

Signature Routing Log

General Information:

Course Prefix and Number: AC 301 (change prefix to IAS, change title)

Proposal Contact Person Name: Andy Doolen

Phone: 7-1488

Email: avdool2@email.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
College of A&S	11/03/11	Anna Bosch, Associate Dean for Undergraduate Programs / 7-6689 / bosch@uky.edu	
American Studies Program	10/31/11	Andy Doolen, Director / 7-1488 / andy.doolen@uky.edu	
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁸
Undergraduate Council	3/1/2012	Sharon Gill	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁸ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

TO: A&S Educational Policy Committee, Undergraduate and Senate Councils

FROM: Andrew Doolen, Director of American Studies

DATE: October 24, 2011

RE: Change of prefix for AC 301/401 to IAS 301/401

This is a follow up to the Senate 2004 approved change to the title the minor from American Culture to American Studies. The corresponding courses of the minor we not changed, of which there are two: AC 301 and AC 401. The AS prefix was previously used by the Aeospace Studies Program, but that was discontinued in 1998. Availabilty of the IAS prefix was verified by the Office of the Registrar on 10/22/11.

The content of the course will not be changed nor will this or any program.

We are requesting updates to be made to the bulletin to relect the change in prefix and course title.

In the 2011-2012 bulletin, please edit the pages: 115, 162, 163, 164, 307

Supporting email documentation of availability of prefix:

From: Woltenberg, Leslie N

Sent: Friday, October 21, 2011 5:19 PM

To: Burchfield, Kari L

Subject: RE: folllow up question about available prefix

Hi Kari –

Thank you for your email. I just checked and it appears as though IAS is an available prefix if this is preferred over AS.

Thanks and have a great weekend!

~Leslie

Leslie N. Woltenberg
University of Kentucky
Associate Registrar for Communications
Funkhouser Building, 12C
Lexington, KY 40506-0054
P. 859-257-8724
F. 859-323-9200
leslie.woltenberg@uky.edu
see blue.

From: Burchfield, Kari L
Sent: Friday, October 21, 2011 3:42 PM
To: Woltenberg, Leslie N
Subject: folllow up question about available prefix

Hi Leslie,

For the American Studies minor (in college of A&S) we are wanting to change the prefix from AC to IAS. We currently have two classes under the AC prefix (AC 301 and AC 401). The change is to reflect the change in name of the minor itself from American Culture to American Studies, which was done in 2004. I have searched the bulletin and cannot find any conflicts with the IAS prefix. Can you please confirm?

(I had previously asked about the AS prefix, however the request was not approved by my college)

Thanks,
Kari

Kari Burchfield
Interdisciplinay Programs/International Studies Program
Staff Director "Year of China"
University of Kentucky, 1539 Patterson Office Tower, Lexington, KY 40506-0027
Ph. 859-257-1994, Fax 859-323-2072, Email: klburc2@uky.edu