

CHANGE UNDERGRADUATE DEGREE PROGRAM

PLEASE NOTE: To ensure that a series of changes to an existing degree program does not essentially create a new program, the Southern Association for the Accreditation of Colleges and Schools (SACS) requires submission of its Substantive Change Checklist for every program change. Prior to college-level review, you must fill out and submit the [SACS Substantive Change Checklist](#) to the Office of Institutional Effectiveness. Contact Institutional Effectiveness (institutionaleffectiveness@uky.edu) for assistance.

Once approved at the college level, your college will send the proposal to the appropriate Senate academic council (HCCC and/or UC) 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 program change is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities, including the contact person.

For every proposed change, you MUST also include the existing requirement.

SUMMARY OF CHANGES

Check all that apply.

| | | | |
|--|---------------------------------------|--|--|
| <input type="checkbox"/> Courses | <input type="checkbox"/> Program name | <input type="checkbox"/> Total required credit hours | <input type="checkbox"/> Student learning outcomes |
| <input type="checkbox"/> Criteria for admissions/progression/termination | | <input type="checkbox"/> Certificate assessment | <input checked="" type="checkbox"/> Other |

1. General Information

| | | | | | |
|----|--|---|---------------------------|--|--|
| 1a | Date of contact with Institutional Effectiveness (IE) ¹ : | May 8, 2017 | | | |
| | <input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness. | | | | |
| 1b | College ² : | Agriculture, Food and Environment | Department ² : | Interdepartmental | |
| 1c | CIP code ³ : | 26.1201 | Today's Date: | May 1, 2017 | |
| 1d | Current major name: (Biology, Design, etc.) | Agricultural and Medical Biotechnology | Proposed major name: | | |
| 1e | Current Degree (BA, BFA, etc.): | BS in Agricultural and Medical Biotechnology | Proposed degree: | | |
| 1f | Will there be any changes regarding a track(s) for the program? | | | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 1g | Accrediting agency, if applicable: | N/A | | | |
| 1h | Date of most recent periodic program review for this degree: | 2014 | | | |
| 1i | Requested effective date: | <input checked="" type="checkbox"/> Fall semester following approval. | OR | <input type="checkbox"/> Specific Date ⁴ : <i>Fall 20</i> | |

¹ Prior to college-level review, you must fill out and submit the SACS Substantive Change Checklist to the Office of Institutional Effectiveness. You can reach Institutional Effectiveness by phone or email (257-2873 or institutionaleffectiveness@uky.edu).

² It is not possible to change the home academic unit of a degree program via this form. To change the home unit, visit <http://www.uky.edu/faculty/senate> and search for forms related to academic organizational structure.

³ The CIP code is provided by Institutional Effectiveness. If a different CIP code is necessary, the program may undergo a review similar to the new program approval process.

⁴ No program change(s) will be effective until all approvals are received.

| | | | | |
|----|----------------------|---------------------|----------------|------------------------------------|
| 1j | Contact person name: | Robert Louis Hirsch | Phone / Email: | 218 / 0790 / robert.hirsch@uky.edu |
|----|----------------------|---------------------|----------------|------------------------------------|

2. Overview of Changes

| | |
|----|---|
| 2a | <p>Describe the rationale for the changes, including results from the most recent program review if applicable. (450 word limit)</p> <p>1. We request that nine (9) credits of the 21 credits of Specialty Support (SS) be allowed to be ABT prefixed courses. Currently SS courses in CAFE must be outside of the major prefix to broaden the student's educational experience. However ABT is already a multidisciplinary program with at least 11 and up to 15 credits in the major requirements as non-ABT courses. These include microbiology (BIO308/309 or 208/209), biochemistry (BCH410G), and statistics (STA296) and may include a biology offering of genetics (BIO304). Even with the proposed change, at minimum 41% of the major and SS credits would be outside of ABT. When including the premajor requirements, more than one-half are outside ABT. Thus ABT students are already receiving a broad education. The reason why we would like to allow ABT prefixed courses in SS are to allow development of new courses to be run under the ABT prefix to help recruit to these new courses. This may include an ABT senior seminar that students recommended at a recent stakeholder's meeting. Allowing ABT prefixed courses as SS would also allow additional research to be done as ABT396 (new course - see 2. below).</p> <p>2. ABT has a major requirement of an independent research project (ABT395 for research in a lab on campus or ABT399 for an internship off campus) that includes a formal written research paper and a public research presentation. Some students only do one semester of research, but many ABT students pursue longer term research projects that often results on (co)authorship on a peer reviewed research paper, a gold standard for our students who want to go into research careers including graduate school. Currently students can count additional research as SS by taking 395 under other prefixes. However rules on limits for this research are currently not uniformly enforced with some prefixes being limited and others having no limits. Additionally ABT has no oversight on this additional research. We propose to run independent research as ABT396, with up to 6 credits allowed as SS. The remaining 15 credits in SS would have to be in non-research, regularly scheduled classes. The option for ABT396 is in addition to the major requirement of ABT395/399 (3 credits). The logic for the different course number is to differentiate this course from ABT395/399 to ensure receipt of a formal paper and presentation for the major. This would allow ABT oversight on additional research but also ensure all students must do ABT395/399 for the major.</p> |
|----|---|

| | | | |
|-------|---|--|--|
| 2b | Use the fields below, as applicable, to identify the areas in which changes will be made. | | |
| | | Current | <i>Proposed</i> |
| i. | Credit Hours of Premajor Courses: | 39-40 (in addition to UK Core 21-22 credits) | <i>no change</i> |
| ii. | Credit Hours of Preprofessional Courses: | n/a | <i>n/a</i> |
| iii. | Credit Hours of Major Core Course Requirements | 34-35 (3 also count in UK Core) | <i>no change</i> |
| iv. | Minimum Credit Hours of Guided Electives: | 21, outside of ABT prefixed courses | <i>21, but allow up to 9 as ABT prefixed courses, 6 of which may be ABT396</i> |
| v. | Minimum Credit Hours of Free Electives: | 7-10 | <i>7-10</i> |
| vi. | Credit Hours for Track 1 (name): | | |
| vii. | Credit Hours for Track 2 (name): | | |
| viii. | Credit Hours for Track 3 (name): | | |
| ix. | Credit Hours for Track 4 (name): | | |
| x. | Credit Hours for Track 5 (name): | | |
| xi. | Credit Hours for Required Minor: | | |

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| | | | | |
|---|---|------------|------------------------------|--|
| xii. | Total Credit Hours Required by Level: | 100-level: | 28 | 28 |
| | | 200-level: | 22 | 22 |
| | | 300-level: | 35 | 35 |
| | | 400-level: | 13 | 13 |
| | | 500-level: | | |
| TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: | | | <u>125</u> | <u>125</u> |
| xv. | If the total hours required for graduation have changed, explain below. (150 word limit) | | | |
| | no change | | | |
| 2c | Will the requested change(s) result in the use of courses from another educational unit? | | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| | If "Yes," describe generally the courses and how they will used. | | | |
| | If "Yes," two pieces of supporting documentation are required. | | | |
| | <input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director ⁵ of each unit from which individual courses will be used. | | | |
| | <input type="checkbox"/> Check to confirm that appended to the end of this form is verification that the chair/director of each affected unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes. | | | |
| 2d | Will the proposed change(s) affect an associated minor? | | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| | If "Yes," the department must also submit a change form to change the minor. | | | |
| 3. Course Sharing | | | | |
| 3a. | Will the requested changes result in the use of courses from another unit? | | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| | If "Yes," describe generally the courses and how they will used. | | | |
| | If "Yes," two pieces of supporting documentation are required. | | | |
| | <input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director ⁶ from which individual courses will be used. | | | |
| | <input type="checkbox"/> 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. UK Core Courses | | | | |
| 3a | Are there any proposed changes to the UK Core requirements for the program? (If "Yes," indicate and proceed to next question. If "No," indicate and proceed to 4a.) | | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| | If "Yes," note the specific changes in the grid below. | | | |

⁵ A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

⁶ A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

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| UK Core Area | Current Course | Current Credits | Proposed Course | Proposed Credits |
|--|-----------------------|------------------------|------------------------|-------------------------|
| I. Intellectual Inquiry | | | | |
| Arts and Creativity | | | | |
| Humanities | | | | |
| Social Sciences | | | | |
| Natural/Physical/Mathematical | | | | |
| II. Composition and Communication | | | | |
| Composition and Communication I | CIS/WRD 110 | 3 | <i>CIS/WRD 110</i> | 3 |
| Composition and Communication II | CIS/WRD 111 | 3 | <i>CIS/WRD 111</i> | 3 |
| III. Quantitative Reasoning | | | | |
| Quantitative Foundations | | | | |
| Statistical Inferential Reasoning | | | | |
| IV. Citizenship (one course in each area) | | | | |
| Community, Culture & Citizenship in USA | | | | |
| Global Dynamics | | | | |
| Total UK Core Hours | | ===== | | ===== |

3b Provide the Bulletin language about UK Core.

4. Graduation Composition and Communication Requirement

4a Will the Graduation Composition and Communication requirement be changed? (If "Yes," indicate and proceed to next question. If "No," indicate and proceed to 5a.) Yes No

If "Yes," note the specific changes below, including changes to credit hours.

If the course(s) used are from outside the home unit, one piece of supporting documentation is required.

Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director⁷ from which individual courses will be used.

| | Current | Proposed |
|---|---------|---|
| i. <input type="checkbox"/> Single course in home unit: | | <input type="checkbox"/> <i>Single course in home unit:</i> |
| ii. <input type="checkbox"/> Multiple courses in home unit. | | <input type="checkbox"/> <i>Multiple courses in home unit.</i> |
| iii. <input type="checkbox"/> Single course outside home unit. | | <input type="checkbox"/> <i>Single course outside home unit.</i> |
| iv. <input type="checkbox"/> Multiple courses outside home unit. | | <input type="checkbox"/> <i>Multiple courses outside home unit.</i> |
| v. <input type="checkbox"/> Course(s) inside & outside home unit. | | <input type="checkbox"/> <i>Course(s) inside & outside home unit.</i> |

4b Provide the Bulletin language about GCCR below.

5. Other Course Changes

5a Will the college-level requirements change? (If "Yes," indicate and note the specific Yes No

⁷ A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.

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| changes in the grid below. If “No,” indicate and proceed to question 5c.) | | | | | | | | |
|---|------------|-------|---------------|--|-------|-----------------------------|--|--|
| <i>Current</i> | | | | <i>Proposed</i> | | | | |
| <input type="checkbox"/> Standard college requirement | | | | <input type="checkbox"/> <i>Standard college requirement</i> | | | | |
| <input type="checkbox"/> Specific course | | | | <input type="checkbox"/> <i>Specific course</i> | | | | |
| Prefix & Nmbr | Credit Hrs | Title | Prefix & Nmbr | Credit Hrs | Title | Course Status ⁸ | | |
| | | | | | | Select one.... | | |
| | | | | | | Select one.... | | |
| | | | | | | Select one.... | | |
| 5b Will the existing language in the Bulletin about college-level requirements change? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | | | | | |
| If “Yes,” provide the new language below. | | | | | | | | |
| 5c Will the pre-major or pre-professional course requirements change? (If “Yes,” indicate and note the specific changes in the grid below. If “No,” indicate and proceed to question 5e.) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | | | | | | | | |
| <i>Current</i> | | | | <i>Proposed</i> | | | | |
| Prefix & Nmbr | Credit Hrs | Title | Prefix & Nmbr | Credit Hrs | Title | Course Status ⁹ | | |
| | | | | | | Select one.... | | |
| | | | | | | Select one.... | | |
| | | | | | | Select one.... | | |
| | | | | | | Select one.... | | |
| | | | | | | Select one.... | | |
| 5d Provide the Bulletin language about pre-major or pre-professional courses below. | | | | | | | | |
| 5e Will the major’s core course requirements change? (If “Yes,” indicate and note the specific changes in the grid below. If “No,” indicate and proceed to question 5g.) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | | | | | | | | |
| If “Yes,” note the specific changes in the grid below. | | | | | | | | |
| <i>Current</i> | | | | <i>Proposed</i> | | | | |
| Prefix & Nmbr | Credit Hrs | Title | Prefix & Nmbr | Credit Hrs | Title | Course Status ¹⁰ | | |
| | | | | | | Select one.... | | |
| | | | | | | Select one.... | | |
| | | | | | | Select one.... | | |
| | | | | | | Select one.... | | |

⁸ 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”).

⁹ Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

¹⁰ Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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| | | | | | | |
|--|--|--|--|--|--|----------------|
| | | | | | | Select one.... |
| | | | | | | Select one.... |
| | | | | | | Select one.... |
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| | | | | | | Select one.... |
| | | | | | | Select one.... |
| | | | | | | Select one.... |
| | | | | | | Select one.... |

5f Provide the Bulletin language for major core course requirements.

5g Will the guided electives change? (If "Yes," indicate and note the specific changes in the grid below. If "No," indicate and proceed to question 5i.) Yes No

| Current | | | Proposed | | | |
|---------------|------------|---|---------------|------------|--|-----------------------------|
| Prefix & Nmbr | Credit Hrs | Title | Prefix & Nmbr | Credit Hrs | Title | Course Status ¹¹ |
| varies | 21 | Various classes at least 200 level and generally 300+ to support the student's career path. | varies | 21 | Various classes at least 200 level and generally 300+ to support the student's career path. Up to 9 credits may be ABT prefixed courses and up to 6 of these may be ABT396. At least 15 credits must be regularly scheduled classes (not research) | New |
| | | | | | | Select one.... |
| | | | | | | Select one.... |
| | | | | | | Select one.... |
| | | | | | | Select one.... |
| | | | | | | Select one.... |

5h Provide the Bulletin language for guided electives.
 Students must take a minimum of 21 credit hours of specialty support courses that will be selected according to the student's area of interest with approval of the academic advisor. Of these 21 credits, a maximum of 9 credits may be ABT prefixed courses. Of the 21 credits, a maximum of 6 credits may be research credits. The remaining 15 credits must be in regularly scheduled courses.

¹¹ Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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|----|--|------------------------------|--|
| 5i | Will the free electives change? (If “Yes,” indicate and note the specific changes in the space below. If “No,” indicate and proceed to question 5j.) | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|----|--|------------------------------|--|

| | | | |
|--|---|------------------------------|--|
| 5j | Does the proposed change affect any track(s)? (If “Yes,” note the specific changes using the grid below. If “No,” proceed to question 6.) | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| If more than one track is affected, click HERE for a template. Append a PDF for each affected track to the end of this form. | | | |

| Track Name: | | <input type="checkbox"/> New Track | <input type="checkbox"/> Changed Track | <input type="checkbox"/> Deleted Track | | |
|---------------|------------|------------------------------------|--|--|-------|-----------------------------|
| Current | | | Proposed | | | |
| Prefix & Nmbr | Credit Hrs | Title | Prefix & Nmbr | Credit Hrs | Title | Course Status ¹² |
| | | | | | | Select one.... |
| | | | | | | Select one.... |
| | | | | | | Select one.... |
| | | | | | | Select one.... |
| | | | | | | Select one.... |
| | | | | | | Select one.... |

| | |
|----|--|
| 5k | Provide the Bulletin language for the track. |
|----|--|

6. Semester by Semester Program

List below the typical semester-by-semester program for the major. If multiple tracks are available, click [HERE](#) for a template for additional tracks and append a PDF of each track’s courses to the end of this form.

| | | | |
|--|---|-------------------------|---|
| YEAR 1 – FALL: (e.g. “BIO 103; 3 credits”) | ABT 101, 1 credit GEN 100, (UK Core IX), 3 credits CHE 105, (UK Core IV), 4 credits CHE 111, (UK Core IV), 1 credit CIS/WRD 110 (UK Core V), 3 credits MA 123 (UK Core VII), 4 credits 16 credits total | YEAR 1 – SPRING: | <i>CHE 107, 3 credits</i> <i>CHE113, 2 credits</i> <i>CIS/WRD 111 (UK Core VI), 3 credits</i> <i>ABT120, 3 credits</i> <i>BIO 148, 3 credits</i> <i>BIO155, 1 credit</i> 15 credits total |
| YEAR 2 - FALL : | CHE 230, 3 credits CHE 231, 1 credit BIO 152, 3 credits ABT201, 1 credit UK Core I, 3 credits Elective, 4 credits 15 credits total | YEAR 2 – SPRING: | <i>CHE 232, 3 credits</i> <i>CHE 233, 1 credit</i> <i>STA 296 (UK Core VIII), 3 credits</i> <i>UK Core II, 3 credits</i> <i>UK Core III, 3 credits</i> <i>Elective, 3 credits</i> |

¹² Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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| | | | |
|-----------------------|---|-------------------------|---|
| | | | <i>16 credits total</i> |
| YEAR 3 - FALL: | PHY 211, 5 credits ABT 360, 3 credits ABT 301, 2 credits UK Core X, 3 credits Specialty support (SS)-1, 3 credits 16 credits total | YEAR 3 - SPRING: | <i>PHY 213, 5 credits BIO 308, 3 credits BIO 309, 2 credits BCH 401G, 3 credits SS-2, 3 credits 16 credits total</i> |
| YEAR 4 - FALL: | ABT 495, 4 credits ABT 395, 3 credits SS-3, 3 credits SS-4, 3 credits Elective, 3 credits 16 credits total | YEAR 4 - SPRING: | <i>ABT 460, 3 credits ABT 461, 3 credits SS-5, 3 credits SS-6, 3 credits SS-7, 3 credits 15 credits total</i> |

7. 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).

In addition to the information below, attach documentation of department and college approval. This typically takes the form of meeting minutes but may also be an email from the unit head reporting department- and college-level votes.

| | Reviewing Group Name | Date Approved | Contact Person Name/Phone/Email |
|----|---|----------------------|---|
| 7a | (Within College) | | |
| | Agricultural and Medical Biotechnology BS Program Steering Committee | 4/26/17 | Luke Moe / 218-0761 / luke.moe@uky.edu |
| | Undergraduate Curriculum Committee, CAFE | 9/15/17 | Larry J. Grabau / 7-3469 / lgrabau@uky.edu |
| | | | / / |
| | | | / / |
| 7b | (Collaborating and/or Affected Units) | | |
| | | | / / |
| | | | / / |
| | | | / / |
| | | | / / |
| | | | / / |
| 7c | (Senate Academic Council) | | Date Approved |
| | Health Care Colleges Council (if applicable) | | |
| | Undergraduate Council | | 11/14/17 |
| | | | Contact Person Name |
| | | | Joanie Ett-Mims |

Ett, Joanie M

From: Hirsch, Robert L
Sent: Tuesday, October 03, 2017 2:06 PM
To: Grabau, Larry; Ett, Joanie M
Cc: Moe, Luke
Subject: Re: AMBI program change documents

Hi Joanie,

I just received approval from OSPIE for our program change request. The below approval reflects an interesting interpretation of our degree program's name (i.e., it should read: Agricultural and Medical Biotechnology), so please let me know if I need to follow up with OSPIE on this point

Best,
Lou

Dear Dr. Hirsch,
Thank you for your email regarding the proposed program change(s) to the **Agricultural & Biomedical Technology, B.S. (26.1201)**.

My email will serve 2 purposes: 1.) Next steps for SACSCOC, and 2.) Verification and notification that you have contacted PIE—a Senate requirement for proposal approval.

1. **Next steps for SACSCOC:** None required
2. **Verification that PIE 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 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.

List of Proposed Change(s):

- Allow 9 hours of ABT prefix courses to count towards the required 21 hour guided electives.
- Allow students to count 6 credits of ABT 396 (independent research) towards guided electives.

Should you have questions or concerns about UK's substantive change policy and its procedures, please do not hesitate contacting me.

RaeAnne Pearson, PhD

Office of Strategic Planning & Institutional Effectiveness

University of Kentucky

Phone: 859-218-4009

Fax: 859-323-8688

Visit the Institutional Effectiveness Website: <http://www.uky.edu/ie>

Robert "Lou" Hirsch, Ph.D.
Department of Plant Pathology
Director of Undergraduate Studies
Agricultural and Medical Biotechnology
University of Kentucky
201F Plant Science Building
Lexington, KY 40546-0312
(859) 218-0790

From: "Grabau, Larry" <larry.grabau@uky.edu>
Date: Tuesday, October 3, 2017 at 10:19 AM
To: "Ett, Joanie M" <joanie.ett-mims@uky.edu>
Cc: "Hirsch, Robert L" <robert.hirsch@uky.edu>, "Moe, Luke" <luke.moe@uky.edu>
Subject: RE: AMBI program change documents

Lou—could you please address Joanie’s question below? Thanks, Larry G.

From: Ett, Joanie M
Sent: Tuesday, October 03, 2017 9:41 AM
To: Grabau, Larry
Cc: Hirsch, Robert L; Moe, Luke
Subject: RE: AMBI program change documents

Thank you! The UGC did also receive ABT 396 in Curriculog. Regarding the Substantive Change Checklist, have you received an email response from Strategic Planning and Institutional Effectiveness? I believe the UGC does not need the completed checklist but only a copy of the response from that office.

Thanks for your help,
Joanie

Joanie Ett-Mims ▪ Office of the Senate Council ▪ University of Kentucky
203 Main Building ▪ Lexington, KY 40506-0032 ▪ (859)257-5871 ▪ jmett2@uky.edu

From: Grabau, Larry
Sent: Monday, October 02, 2017 9:59 AM
To: Ett, Joanie M <joanie.ett-mims@uky.edu>
Cc: Hirsch, Robert L <robert.hirsch@uky.edu>; Moe, Luke <luke.moe@uky.edu>
Subject: AMBI program change documents

Joanie—program change documents for the BS in Agricultural and Medical Biotechnology are attached. Note that this program change also involves the creation of a new course—ABT 396—which is, of course, coming to the UGC through Curriculog.

With respect, Larry G.

C: Lou, Luke

Larry Grabau

Associate Dean for Instruction

E: larry.grabau@uky.edu **T:** 859-257-3469

W: www.uky.edu/grow **F:** 859-257-5212

O: N6 Agricultural Science Center

S: 1100 South Limestone Lexington, KY 40546-0091

University of Kentucky College of Agriculture, Food and Environment
Center for Student Success



Substantive Change Checklist¹

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 associate provost for institutional effectiveness or designee by e-mail to InstitutionalEffectiveness@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 are to be directed to Dr. GT Lineberry, associate provost for faculty advancement and institutional effectiveness (gt.lineberry@uky.edu) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness (mia.alexander-snow@uky.edu).

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.

University of Kentucky

Substantive Change Checklist

Instructions: Email completed form to: InstitutionalEffectiveness@uky.edu, Subject line: SACSCOC Sub Change
 Questions concerning substantive change are to be directed to Dr. GT Lineberry, associate provost for faculty advancement and institutional effectiveness (gt.lineberry@uky.edu) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness (mia.alexander-snow@uky.edu).

Name of Proposed Program/Action: Allowance of up to nine (9) specialty support credits as ABT prefixed courses, six (6) of which may be ABT396.

Total number of Credit hours for Degree Completion (if applicable):125

Total number of Credit Hours for Program Major (if applicable):125

Sponsoring College: College of Agriculture, Food and Environment

College/Department Contact: Robert Hirsch, 859-218-0790, robert.hirsch@uky.edu

Date: September 25, 2017

| SACSCOC Substantive Change Items | Yes | No | Don't Know | Provide brief explanation (if necessary) |
|---|--------------------------|-------------------------------------|--------------------------|---|
| The proposed program or existing program requires a <u>number of new faculty.</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <u>More than 25 percent of the required courses for the proposed or existing program are new.</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <u>More than 50 percent of the required courses for the proposed or existing program are new.</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

| | | | | |
|--|------------|-----------|-------------------|---|
| The proposed or existing program requires new library or other learning resources. | | X | | |
| SACSCOC Substantive Change Items | Yes | No | Don't Know | Provide brief explanation (if necessary) |
| The proposed or existing program requires new equipment or facilities. | | X | | |
| The proposed or existing program requires a new resource base. | | X | | |
| The proposed or existing program will initiate a <u>branch campus</u> . | | X | | |
| The proposed or existing program will initiate a <u>dual degree program with another institution</u> . | | X | | |
| The proposed or existing program will initiate a <u>joint degree program with another institution</u> . | | X | | |
| The proposed or existing program will initiate a <u>certificate program</u> ? (if yes, answer the following) | | X | | |
| • Will the proposed certificate program utilize existing courses? | | X | | |
| • Will the proposed certificate program be offered at a new off-Grounds site? | | X | | |
| • Does the proposed certificate program represent a significant departure from previously approved programs? | | X | | |
| The proposed or existing program will be initiated at a <u>new off-Grounds site</u> ? (if yes, answer the following) | | X | | |
| • Will a student be able to earn 50 percent or more of program credits <u>at the site</u> ? | | X | | |

| | | | | |
|---|------------|-----------|-------------------|---|
| <ul style="list-style-type: none"> Will a student be able to earn 25 to 49 percent of program credits <u>at the site</u>? | | X | | |
| SACSCOC Substantive Change Items | Yes | No | Don't Know | Provide brief explanation (if necessary) |
| <ul style="list-style-type: none"> Will a student be able to earn 24 percent or less of program credits <u>at the site</u>? | | X | | |
| The proposed or existing program will be at an <u>existing off-Grounds site</u> ? <i>(if yes, answer the following)</i> | | X | | |
| <ul style="list-style-type: none"> Does the proposed program represent a significant departure from previously approved programs [at the existing site]? | | X | | |
| The proposed or existing program will be offered via distance education. <i>(if yes, answer the following)</i> | | X | | |
| <ul style="list-style-type: none"> Will more than 50 percent of the program be offered via distance education? | | X | | |
| <ul style="list-style-type: none"> Will 25-49 percent of the program be offered via distance education? | | X | | |
| <ul style="list-style-type: none"> Will less than 25 percent of the program be offered via distance education? | | X | | |
| The proposed or existing program or courses will be initiated through contractual agreement or consortium. | | X | | |
| The proposed or existing program will relocate an existing off-Grounds site. | | X | | |
| The change to the existing program will <u>significantly alter the length of the currently approved program</u> . | | X | | |
| The proposed or existing program will initiate a degree completion program. | | X | | |
| The proposed program will close an existing program. | | X | | |

