

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 checked="" 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 type="checkbox"/> Other	

1. General Information

1a	Date of contact with Institutional Effectiveness (IE) ¹ :	June 1, 2016		
	<input type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.			
1b	College ² :	College of Ag, Food & Environment	Department ² :	Animal and Food Sciences
1c	CIP code ³ :	01.0901	Today's Date:	June 1, 2016
1d	Current major name: (Biology, Design, etc.)	Animal Sciences	Proposed major name:	Animal Sciences
1e	Current Degree (BA, BFA, etc.):	BS	Proposed degree:	BS
1f	Will there be any changes regarding a track(s) for the program?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1g	Accrediting agency, if applicable:			
1h	Date of most recent periodic program review for this degree:	2012		
1i	Requested effective date:	<input checked="" type="checkbox"/> Fall semester following approval.	OR	<input type="checkbox"/> Specific Date ⁴ : Fall 20

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.

CHANGE UNDERGRADUATE DEGREE PROGRAM

1j	Contact person name:	Dr. Debra Aaron, Ann Leed	Phone / Email:	257-7553 / daaron@uky.edu, 257-2465/ann.leet@uky.edu
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2. Overview of Changes

2a	Describe the rationale for the changes, including results from the most recent program review if applicable. (450 word limit)
	<p>Removing ASC 499 from required major courses and instead allowing students to complete the academic enrichment requirement by completing one of the following existing courses - EAP 599, ASC 399, ASC 395, ASC 333 (Undergraduate TA for ASC 101), GEN 300 (Peer Mentor). This change will streamline the process for both students and advisors. Students complete a learning contract for all listed approved courses.</p> <p>ASC 378 Animal Nutrition has been changed from a 4 hour course to a 3 hour course. The lab portion of the course has been removed and will be offered in ASC 380 Feeds and Feeding which will now be a required course for students. The way the course had been previously taught did not allow for significant mastery of feeds and feeding by students.</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:	20	20
ii.	Credit Hours of Preprofessional Courses:	0	0
iii.	Credit Hours of Major Core Course Requirements	min. 34	<i>min. 36</i>
iv.	Minimum Credit Hours of Guided Electives:	18	18
v.	Minimum Credit Hours of Free Electives:	21	19
vi.	Credit Hours for Track 1 (name): Pre-Professional	120	120
vii.	Credit Hours for Track 2 (name): Animal Industry	120	120
viii.	Credit Hours for Track 3 (name): Food Industry	120	120
ix.	Credit Hours for Track 4 (name):		
x.	Credit Hours for Track 5 (name):		
xi.	Credit Hours for Required Minor:		
xii.	Total Credit Hours Required by Level:		
	100-level:	35	35
	200-level:	7-22	7-22
	300-level:	15-21	17-23
	400-level:	13-14	13-14
	500-level:	0	0

	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:	<u>120</u>	<u>120</u>
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xv.	If the total hours required for graduation have changed, explain below. (150 word limit)

2c	Will the requested change(s) result in the use of courses from another educational unit?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	If "Yes," describe generally the courses and how they will used.		

	EAP 599 - Study Abroad. EAP 599 will be used as proof of an academic enrichment experience, should a student chose to complete a study abroad experience
	If "Yes," two pieces of supporting documentation are required. <input checked="" 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 checked="" 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 checked="" type="checkbox"/>	No <input type="checkbox"/>
	If "Yes," describe generally the courses and how they will used.		
	See 2c and attached documentation		
	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.		

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)				

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.

CHANGE UNDERGRADUATE DEGREE PROGRAM

Community, Culture & Citizenship in USA				
Global Dynamics				

Total UK Core Hours	=====	=====
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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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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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 changes in the grid below. If “No,” indicate and proceed to question 5c.)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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	Current	Proposed
	<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 checked="" type="checkbox"/>
	If “Yes,” provide the new language below.		

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.

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”).

CHANGE UNDERGRADUATE DEGREE PROGRAM

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"/>
Current			Proposed				
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 checked="" type="checkbox"/>	No <input type="checkbox"/>
If "Yes," note the specific changes in the grid below.							
Current			Proposed				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ¹⁰	
ASC 378	4	Animal Nutrition and Feeding	ASC 378	3	Animal Nutrition	Change	
			ASC 380	3	Feeds and Feeding	New	
						Select one....	
ASC 499	1	Academic Enrichment Experience	ASC 333	3	ASC 101 Undergraduate TA	No Change	
			ASC 395	1-4	Special Problems in ASC	No Change	
			ASC 399	1-4	Experimental Learning in ASC	No Change	
			EAP 599	1	Study Abroad	No Change	
			GEN 300	3	Peer Instructor	No Change	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	

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.

CHANGE UNDERGRADUATE DEGREE PROGRAM

		Select one....																																																								
5f	Provide the Bulletin language for major core course requirements.																																																									
	To complete the academic enrichment requirement select one of the following courses: ASC 333 (ASC 101 Undergraduate TA), ASC 395 (Special Problems in ASC), ASC 399 (Experimental Learning in ASC), EAP 599 (Study Abroad), GEN 300 (Peer Instructor).																																																									
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>																																																								
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Current</th> <th colspan="4">Proposed</th> </tr> <tr> <th>Prefix & Nmbr</th> <th>Credit Hrs</th> <th>Title</th> <th>Prefix & Nmbr</th> <th>Credit Hrs</th> <th>Title</th> <th>Course Status¹¹</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>Select one....</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>Select one....</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>Select one....</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>Select one....</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>Select one....</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>Select one....</td></tr> </tbody> </table>			Current			Proposed				Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ¹¹							Select one....							Select one....							Select one....							Select one....							Select one....							Select one....
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5h	Provide the Bulletin language for guided electives.																																																									
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																																																										
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¹¹ Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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

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")		YEAR 1 – SPRING:	
YEAR 2 - FALL :		YEAR 2 – SPRING:	
YEAR 3 - FALL:		YEAR 3 - SPRING:	
YEAR 4 - FALL:		YEAR 4 - SPRING:	

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)		
	Animal Sciences B.S. Program	5/4/2016	Richard Coffey / 7-2686 / rcoffey@uky.edu
	Undergraduate Curriculum Committee, CAFE	9/9/2016	Larry J. Grabau / 7-3469 / lgrabau@uky.edu
			/ /
			/ /

7b	(Collaborating and/or Affected Units)		
			/ /
			/ /
			/ /
			/ /
			/ /

7c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)		
	Undergraduate Council	11/16/16	Joanie Ett-Mims

**TEMPLATE FOR ADDITIONAL TRACKS, SEMESTER-BY-SEMESTER PROGRAM OF STUDY
PROPOSAL TO CHANGE UNDERGRADUATE DEGREE PROGRAM**

6. Semester by Semester Program

List below the typical semester-by-semester program of study, e.g. "GWS 200; 3 credits," for a track in the program. Convert this addendum to a PDF and append to the end of the PROPOSAL TO CHANGE UNDERGRADUATE DEGREE PROGRAM form.

Track Name: **Pre-Professional**

YEAR 1 - FALL:	<u>ASC 101, 3credits</u> <u>CHE 105, 4 credits</u> <u>CHE 111, 1 credit</u> <u>CIS 110/WRD 110, 3 credits</u> <u>GEN 100, 3 credits</u>	YEAR 1 - SPRING:	<u>ASC 102, 3 credits</u> <u>CHE 107, 3 credits</u> <u>CHE 113, 2 credits</u> <u>CIS 111/WRD 111, 3 credits</u> <u>MA 113/123/137, 4 credits</u>
YEAR 2 - FALL :	<u>ASC 205, 1 credit</u> <u>BIO 148, 3 credits</u> <u>CHE 230, 3 credits</u> <u>CHE 231, 1 credit</u> <u>UK Core Global Dynamics, 3 credits</u> <u>UK Core Humanities, 3 credits</u>	YEAR 2 - SPRING:	<u>BIO 152, 3 credits</u> <u>CHE 232, 3 credits</u> <u>CHE 233, 1 credit</u> <u>STA 210 or 296, 3 credits</u> <u>UK Core Social Science, 3 credits</u> <u>WRD 203/204, 3 credits</u>
YEAR 3 - FALL:	<u>ASC 325, 3 credits</u> <u>ASC 378, 3 credits</u> <u>BIO 304, 4 credits</u> <u>PHY 211, 5 credits</u>	YEAR 3 - SPRING:	<u>ASC 362, 4 credits</u> <u>ASC 364, 4 credits</u> <u>ASC 380, 3 credits</u> <u>PHY 213, 5 credits</u> <u>UK Core Arts and Creativity, 3 credits</u>
YEAR 4 - FALL:	<u>ASC 470, 3 credits</u> <u>ASC Production Elective, 3-4 credits</u> <u>ASC Production Elective, 3-4 credits</u> <u>Free Elective, 1-6</u>	YEAR 4 - SPRING:	<u>ASC Production Elective 2-4</u> <u>ASC 333/ASC 395/ASC 399/GEN 300/EAP (ISP) 599, 1-4 credits</u> <u>Free Electives, 8-12</u>

Track Name: **Animal Industry**

YEAR 1 - FALL:	<u>ASC 101, 3credits</u> <u>CHE 105, 4 credits</u> <u>CHE 111, 1 credit</u> <u>CIS 110/WRD 110, 3 credits</u> <u>GEN 100, 3 credits</u>	YEAR 1 - SPRING:	<u>ASC 102, 3 credits</u> <u>CHE 107, 3 credits</u> <u>CHE 113, 2 credits</u> <u>CIS 111/WRD 111, 3 credits</u> <u>MA 113/123/137, 4 credits</u>
YEAR 2 - FALL :	<u>ASC 205, 1 credit</u> <u>BIO 148, 3 credits</u> <u>CHE 230/236, 3 credits</u> <u>Speciality Support Course, 3 credits</u> <u>UK Core Global Dynamics, 3 credits</u> <u>UK Core Humanities , 3</u>	YEAR 2 - SPRING:	<u>BIO 152, 3 credits</u> <u>Speciality Support Course, 3 credits</u> <u>STA 210 or 296, 3 credits</u> <u>UK Core Arts and Creativity, 3 hours</u> <u>UK Core Social Science, 3 credits</u>

**TEMPLATE FOR ADDITIONAL TRACKS, SEMESTER-BY-SEMESTER PROGRAM OF STUDY
PROPOSAL TO CHANGE UNDERGRADUATE DEGREE PROGRAM**

	<u>credits</u>		
YEAR 3 - FALL:	<u>ASC 325, 3 credits</u> <u>ASC 378, 3 credits</u> <u>Speciality Support Course, 3 credits</u> <u>WRD 203/204, 3 credits</u> <u>Free elective, 3 credits</u>	YEAR 3 - SPRING:	<u>ASC 362, 4 credits</u> <u>ASC 364, 4 credits</u> <u>ASC 380, 3 credits</u> <u>Specialty Support Course, 3 credits</u> <u>Free elective, 3 credits</u>
YEAR 4 - FALL:	<u>ASC 470, 3 credits</u> <u>ASC Production Elective, 3-4 credits</u> <u>ASC Production Elective, 3-4 credits</u> <u>Specialty Support Course, 3 credits</u> <u>Free Elective, 3 credits</u>	YEAR 4 - SPRING:	<u>ASC Production Elective 2-4</u> <u>ASC 333/ASC 395/ASC 399/GEN 300/EAP (ISP) 599, 1-4 credits</u> <u>Free Electives, 4 credits</u>

Track Name: **Food Industry**

YEAR 1 - FALL:	<u>ASC 101, 3credits</u> <u>CHE 105, 4 credits</u> <u>CHE 111, 1 credit</u> <u>CIS 110/WRD 110, 3 credits</u> <u>GEN 100, 3 credits</u>	YEAR 1 - SPRING:	<u>ASC 102, 3 credits</u> <u>CHE 107, 3 credits</u> <u>CHE 113, 2 credits</u> <u>CIS 111/WRD 111, 3 credits</u> <u>MA 113/123/137, 4 credits</u>
YEAR 2 - FALL :	<u>ASC 205, 1 credit</u> <u>BIO 148, 3 credits</u> <u>CHE 230/236, 3 credits</u> <u>Speciality Support Course, 3 credits</u> <u>UK Core Global Dynamics, 3 credits</u> <u>UK Core Humanities , 3 credits</u>	YEAR 2 - SPRING:	<u>BIO 152, 3 credits</u> <u>Intro to Food Science, 3 credits</u> <u>STA 210 or 296, 3 credits</u> <u>UK Core Arts and Creativity, 3 hours</u> <u>UK Core Social Science, 3 credits</u>
YEAR 3 - FALL:	<u>ASC 300, 4 credits</u> <u>ASC 325, 3 credits</u> <u>ASC 378, 3 credits</u> <u>Speciality Support Course, 3 credits</u> <u>WRD 203/204, 3 credits</u>	YEAR 3 - SPRING:	<u>ASC 362, 4 credits</u> <u>ASC 364, 4 credits</u> <u>ASC 380, 3 credits</u> <u>FSC 304, 4 credits</u> <u>Free elective, 3 credits</u>
YEAR 4 - FALL:	<u>ASC 470, 3 credits</u> <u>ASC Production Elective, 3-4 credits</u> <u>ASC Production Elective, 3-4 credits</u> <u>Speciality Support Course, 3 credits</u> <u>Free Elective, 3 credits</u>	YEAR 4 - SPRING:	<u>ASC Production Elective 2-4</u> <u>ASC 333/ASC 395/ASC 399/GEN 300/EAP (ISP) 599, 1-3 credits</u> <u>Free Electives, 3 credits</u>

Track Name: _____

From: Alexander-Snow, Mia
Sent: Tuesday, August 02, 2016 9:55 AM
To: Grabau, Larry; Aaron, Debra
Cc: Leed, Ann M; Collins, Lisa P
Subject: RE: ASC Program Change--No Substantive Change--Office of Institutional Effectiveness Response

Dear Larry and Debra,

Thank you for the materials and the follow-up email regarding the proposed program change(s) to the B.S. Animal Sciences (CIP # 01.0901). Your patience is very much appreciated.

My email will serve 2 purposes: 1.) next steps for SACSCOC, and 2.) verification that PIE has reviewed the proposal—a requirement by Senate for proposal approval.

1. Next steps for SACSCOC: Non 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 of Proposed Changes) are not substantive changes as defined by SACSCOC, the university's regional accreditor. Therefore, no additional information is required by the Office of 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):

- * Removing ASC 499 from required courses and instead allowing students to complete the academic enrichment requirement by completing one of the following existing courses - EAP 599, ASC 399, ASC 395, ASC 333 (Undergraduate TA for ASC 101), GEN 300 (Peer Mentor).
- * ASC 378 Animal Nutrition has been changed from a 4 hour course to a 3 hour course.
- * The lab portion of ASC 378 has been removed and will be offered in ASC 380 Feeds and Feeding which will now be a required course for students.

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

Mia Alexander-Snow, PhD
Director, Planning and Institutional Effectiveness
Phone: 859-257-2873
Fax: 859-323-8688

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

Follow us at: <https://www.facebook.com/universityofky>

The University of Kentucky

From: Grabau, Larry
Sent: Tuesday, August 02, 2016 9:37 AM
To: Aaron, Debra
Cc: Alexander-Snow, Mia; Leed, Ann M; Collins, Lisa P
Subject: RE: ASC Program Change

Mia—Based on my analysis some time ago, this was not a substantive change. I believe that the unit has provided all the materials you have requested. May they now proceed toward college approval?

With respect, Larry G.

From: Aaron, Debra
Sent: Tuesday, August 02, 2016 9:27 AM
To: Grabau, Larry
Cc: Alexander-Snow, Mia; Leed, Ann M; Collins, Lisa P
Subject: Re: ASC Program Change

Larry,

We have not heard anything regarding the proposed changes. Because one of the changes involves ASC 499, we need this to go forward to the UCC at their first meeting this fall.

Any suggestions as to what we should do next?

Debra

On Jul 5, 2016, at 2:48 PM, Grabau, Larry <larry.grabau@uky.edu> wrote:

Mia—The attached materials may provide you with what you need to evaluate the proposed changes in the B.S. program in animal sciences. Ann Leed had previously submitted the attached checklist (which indicates that this is not a substantive change); in response, you had asked her to provide other related materials.

I have reviewed the program change form for completeness. Hopefully, you recognize that this does not constitute approval of the program change proposal by the College of Agriculture, Food and Environment. Our Undergraduate Curriculum Committee will not begin its meetings again until the academic year starts; the UCC will provide college-level review.

Please address questions to Debra and/or Ann.

With respect, Larry G.

C: Debra, Ann, Lisa

From: Leed, Ann M
Sent: Thursday, June 16, 2016 10:21 AM
To: Grabau, Larry
Cc: Aaron, Debra
Subject: ASC Program Change

Dr. Grabau,
In anticipation that Mia from Planning and Institutional Effectiveness will need the completed undergraduate degree program change form in order to approve and reply to our request, would you be willing to review our proposed changes? Dr. Aaron and I believe we have completed everything correctly, but we're not sure, the form isn't the most user friendly.

Attached you'll find the proposed changes, 4 year plan template, SACS change checklist, and the approval letter from Susan Carvalho from the International Center.

Thanks,
Ann

Ann Leed
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Website: afs.ca.uky.edu

<Change UG Degree_final ASC 499 Removal ASC 378 ASC
380.docx><Template_Chngc_Addl Tracks_Sem-by-Sem.docx><Education

Abroad as enrichment experience.txt><SACSCOC_SubChange Checklist for
ASC.doc>

From: Carvalho, Susan E
Sent: Wednesday, June 15, 2016 4:47 PM
To: Leed, Ann M
Cc: McFarland, Miko D; Aaron, Debra; Grabau, Larry
Subject: Education Abroad as enrichment experience

Dear Debra and Ann:

I am pleased to learn that Animal & Food Sciences has broadened the ways it is tracking the requirement for undergraduates to engage in high-impact learning experiences, such as part of their program. I am even more pleased to know that credit-bearing Education Abroad opportunities will count explicitly as one of these experiences.

The EAP 599 course (formerly ISP 599) is a designation under which all UK students enroll, if they undertake credit-bearing experience abroad. It is available to all students, graduate and undergraduate, across the campus, and has no size limit. The single credit hour functions to maintain students' full-time student status while abroad, thus allowing their financial aid to be portable and their loans to continue to be deferred. The course does include an online academic component (pre-departure work and post-return assessment/reflection), but is not limited in enrollment in any way.

Therefore we would be glad to endorse the "Change Undergraduate Degree Program" form being submitted by Animal & Food Sciences, to list EAP/ISP 599 as a tracking mechanism and pathway to complete the academic enrichment requirement.

Please don't hesitate to contact me, or Acting Director of Education Abroad Ms. Miko McFarland, if further information is needed.

Sincerely,
Susan Carvalho

Susan Carvalho, Ph.D.
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Interim Associate Provost & Dean of the Graduate School
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**TEMPLATE FOR ADDITIONAL TRACKS, SEMESTER-BY-SEMESTER PROGRAM OF STUDY
PROPOSAL TO CHANGE *UNDERGRADUATE* DEGREE PROGRAM**

YEAR 1 - FALL:	_____	YEAR 1 - SPRING:	_____
YEAR 2 - FALL :	_____	YEAR 2 - SPRING:	_____
YEAR 3 - FALL:	_____	YEAR 3 - SPRING:	_____
YEAR 4 - FALL:	_____	YEAR 4 - SPRING:	_____