

**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](mailto: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 checked="" type="checkbox"/> Criteria for admissions/progression/termination		<input type="checkbox"/> Certificate assessment	<input type="checkbox"/> Other		
<b>1. General Information</b>					
1a	Date of contact with Institutional Effectiveness (IE) <sup>1</sup> :		5/20/2016		
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.				
1b	College <sup>2</sup> :	College of Public Health	Department <sup>2</sup> :		
1c	CIP code <sup>3</sup> :	51.2201	Today's Date:	May 6, 2016	
1d	Current major name: (Biology, Design, etc.)	Bachelor of Public Health	Proposed major name:	Same	
1e	Current Degree (BA, BFA, etc.):	BPH	Proposed degree:	Same	
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:	CEPH			
1h	Date of most recent periodic program review for this degree:				
1i	Requested effective date:	<input checked="" type="checkbox"/> Fall semester following approval.	OR	<input type="checkbox"/> Specific Date <sup>4</sup> : Fall 20	

<sup>1</sup> 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](mailto:institutionaleffectiveness@uky.edu)).

<sup>2</sup> 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.

<sup>3</sup> 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.

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

1j	Contact person name:	Andrea Perkins	Phone / Email:	218-2021 / andrea.perkins@uky.edu
<b>2. Overview of Changes</b>				
2a	Describe the rationale for the changes, including results from the most recent program review if applicable. (450 word limit)			
	<p>After administering the program for almost two years, we wish to modify the curriculum to enhance its alignment, particularly from an advising perspective and with the goal of enhancing student academic progression and career-centric success. The progression is delineated through revisions which assure that all pre-major courses are 100/200 level and all major required courses are 300/400 level. Additionally, a global health course was added to the major requirements. Previously, this course was an elective, and both student and industry demand has indicated a need for this topic to be infused into the program. Emphasis on pre-requisite sequencing for the capstone and practicum courses will ensure students are prepared for successful culminating experiences. Finally, although we have reallocated courses by level and added 1 core requirement, the total hours remain unchanged and we have ensured there is still ample room for pursuit of a minor.</p>			
2b	Use the fields below, as applicable, to identify the areas in which changes will be made.			
		Current	Proposed	
i.	Credit Hours of Premajor Courses:	18	18	
ii.	Credit Hours of Preprofessional Courses:	0	0	
iii.	Credit Hours of Major Core Course Requirements	18	24	
iv.	Minimum Credit Hours of Guided Electives:	33	30	
v.	Minimum Credit Hours of Free Electives:	21	18	
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:			
xii.	Total Credit Hours Required by Level:	100-level:	9	9
		200-level:	9	9
		300-level:	9	12
		400-level:	9	12
		500-level:		
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:	90	90	
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 type="checkbox"/> No <input checked="" type="checkbox"/>
	If "Yes," describe generally the courses and how they will be 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 <sup>5</sup> 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.			
<b>3. Course Sharing</b>				
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 be 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 <sup>6</sup> 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.			
<b>3. UK Core Courses</b>				
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 checked="" type="checkbox"/> No <input type="checkbox"/>
	If "Yes," note the specific changes in the grid below.			
<b>UK Core Area</b>	<b>Current Course</b>	<b>Current Credits</b>	<b>Proposed Course</b>	<b>Proposed Credits</b>
<b>I. Intellectual Inquiry</b>				
	Arts and Creativity	UK Core list	3	
	Humanities	UK Core list	3	
	Social Sciences	CPH 201	3	
	Natural/Physical/Mathematical	BIO 103	3	
<b>II. Composition and Communication</b>				
	Composition and Communication I	CIS/WRD 110	3	CIS/WRD 110 3
	Composition and Communication II	CIS/WRD 111	3	CIS/WRD 111 3
<b>III. Quantitative Reasoning</b>				
	Quantitative Foundations	MA 111	3	
	Statistical Inferential Reasoning	BST 330	3	BST 230 3
<b>IV. Citizenship (one course in each area)</b>				
	Community, Culture & Citizenship in USA	GRN 250	3	

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

<sup>6</sup> 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

	Global Dynamics	UK Core list	3			
Total UK Core Hours		30		30		
3b	Provide the Bulletin language about UK Core.					
	Core requirements. The courses listed as part of UK Core are (a) recommended by the college, or (b) required courses that also fulfill UK Core areas. Students should work closely with their advisor to complete the UK Core requirements.					
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"/>	
	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.					
	<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 <sup>7</sup> from which individual courses will be used.					
	Current		Proposed			
i.	<input type="checkbox"/> Single course in home unit:		<input type="checkbox"/> Single course in home unit:			
ii.	<input type="checkbox"/> Multiple courses in home unit.		<input type="checkbox"/> Multiple courses in home unit.			
iii.	<input type="checkbox"/> Single course outside home unit.		<input type="checkbox"/> Single course outside home unit.			
iv.	<input type="checkbox"/> Multiple courses outside home unit.		<input type="checkbox"/> Multiple courses outside home unit.			
v.	<input type="checkbox"/> Course(s) inside & outside home unit.		<input type="checkbox"/> Course(s) inside & outside home unit.			
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"/>	
	Current		Proposed			
	<input type="checkbox"/> Standard college requirement		<input type="checkbox"/> Standard college requirement			
	<input type="checkbox"/> Specific course		<input type="checkbox"/> Specific course			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>8</sup>
						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.					

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

<sup>8</sup> 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 checked="" type="checkbox"/>	No <input type="checkbox"/>
Current			Proposed				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>9</sup>	
BST 330	3	Stat Thinking for Population Health	BST 230	3	Stat Thinking in Public Health	Change	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
5d	Provide the Bulletin language about pre-major or pre-professional courses below.						
	Admission to the BPH program requires a minimal GPA of 3.0 in all pre-major required courses and a minimal cumulative GPA of 2.75. Students will be accepted for fall admissions only.						
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 <sup>10</sup>	
HSM 241	3	Health and Medical Care Delivery Systems	CPH 350	3	Intro to Health Care Org and Policy	New	
			CPH 330	3	Health Analytics I	New	
			CPH 476G	3	A Sick World: Global Public Health in the 21 <sup>st</sup> Century	No Change	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	

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

<sup>10</sup> 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....	
						Select one....	
5f	Provide the Bulletin language for major core course requirements.						
	Major core requirements are sequenced to promote student success and degree progression. It is the students' responsibility to work closely with their advisor to ensure that courses are taken in order. It is expected that successful completion of all 300 level courses will occur prior to enrollment in the capstone course (CPH 470) and the Public Health Professions and Practice course (CPH 472).						
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 checked="" type="checkbox"/>	No <input type="checkbox"/>
Current			Proposed				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>11</sup>	
		See attached chart			See attached chart	Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
5h	Provide the Bulletin language for guided electives.						
	A total of 30 credit hours of guided electives at the 200 level or higher are required in the areas of Natural Science (a total of 6 credits in the prefixes of ANA, BIO, CHE, PHY, PGY), Social Science (a total of 9 credits in the prefixes of ANT, GEO, SOC) and Public Health (a total of 15 credit hours in the prefixes of CPH, GRN, BST). Other approved prefixes may be approved by the Director and academic advisor on a case-by-case basis.						
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 <a href="#">HERE</a> 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 <sup>12</sup>	
						Select one....	
						Select one....	
						Select one....	

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

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

					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.

<b>YEAR 1 – FALL:</b> (e.g. "BIO 103; 3 credits")	See attached sequence	<b>YEAR 1 – SPRING:</b>	See attached sequence
<b>YEAR 2 – FALL :</b>	See attached sequence	<b>YEAR 2 – SPRING:</b>	See attached sequence
<b>YEAR 3 – FALL:</b>	See attached sequence	<b>YEAR 3 – SPRING:</b>	See attached sequence
<b>YEAR 4 – FALL:</b>	See attached sequence	<b>YEAR 4 – SPRING:</b>	See attached sequence

### 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)		
	Undergraduate Committee	4/27/16	John Watkins / 218-0240 / geg173@uky.edu
	Academic Affairs & Assessment Committee	5/12/16	John Watkins / 218-0240 / geg173@uky.edu
	Faculty Council	5/24/16	Martha Riddell / 218-2012 / martha.riddell@uky.edu
			/ /

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

7c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)	7/19/16	Reny de Leeuw
	Undergraduate Council	12/13/16	Joanie Ett-Mims





**From:** [Institutional Effectiveness](#)  
**To:** [Perkins, Andrea L](#); [Institutional Effectiveness](#)  
**Cc:** [Tumlin, Kimberly I](#)  
**Subject:** RE: Substantive Change Checklist - BPH Program Change--Office of Institutional Effectiveness Response  
**Date:** Monday, May 23, 2016 5:37:31 PM

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Dear Andrea,

Thank you for your email regarding the proposed program change(s) to the **Bachelor in Public Health (51.2201)**. 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:** 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 below) 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):

- 2 new major required courses
- 1 additional required course which was previously an elective; and
- Change in admissions requirements) .

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*

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**The University of Kentucky**

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**From:** Perkins, Andrea L  
**Sent:** Friday, May 20, 2016 11:44 AM  
**To:** Institutional Effectiveness  
**Cc:** Tumlin, Kimberly I

**Subject:** Substantive Change Checklist - BPH Program Change

Good morning,

Please find attached a substantive change checklist for proposed changes to our BPH program.

Please let me know if you have any questions.

Thank you,

Andrea Perkins  
Academic Affairs Administrator  
College of Public Health  
University of Kentucky  
111 Washington Avenue; Suite 204A  
Lexington, KY 40536  
P: 859.218.2021  
[Andrea.perkins@uky.edu](mailto:Andrea.perkins@uky.edu)

## BPH Program Change Proposal

Existing Curriculum	New Curriculum
<b>Pre-Major Requirements credit hours: 18</b>	<b>Pre-Major Requirements credit hours: 18</b>
*BIO 103 - Biology	*BIO 103- Biology
*MA 111 or higher – Math	*MA 111 or higher- Math
CLA 131 – Medical Terminology	CLA 131- Medical Terminology
*BST 330 – Stat Thinking for Population Health	*BST 230- Stat Thinking in Public Health
*CPH 201 – Intro to Public Health	*CPH 201- Intro to Public Health
*GRN 250 – Aging in Today’s World	*GRN 250- Aging in Today’s World
<b>Major Requirements credit hours: 18</b>	<b>Major Requirements credit hours: 24</b>
HSM 241 – Health and Medical Care Delivery Systems	*CPH 310- Disease Detectives: Epidemiology in Action
*CPH 310 – Disease Detectives: Epidemiology in Action	CPH 320- Fundamentals of Environmental Health
CPH 320 – Fundamentals of Environmental Health	CPH 330- Health Analytics I
CPH 440 – Foundations of Health Behavior	CPH 350- Intro to Health Care Org and Policy
CPH 472 – Public Health Profession and Practice	CPH 440- Foundations of Health Behavior
CPH 470 – Public Health Capstone	CPH 470- Public Health Capstone
	CPH 472- Public Health Profession and Practice
	CPH 476G- A Sick World: Global Public Health in the 21 <sup>st</sup> Century
<b>Other CPH Degree Requirements credit hours: 33</b>	<b>Guided Electives credit hours: 30</b>
Public Health Science Electives: <b>12 credit hours</b>	A total of 30 credit hours at the 200 level or higher consisting of:
Major Electives: <b>6 credit hours</b>	<ul style="list-style-type: none"> <li>6 credit hours (Natural Science Electives)</li> </ul>
Public Health Electives: <b>15 credit hours</b>	<ul style="list-style-type: none"> <li>9 credit hours (Social Science Electives)</li> </ul>
	<ul style="list-style-type: none"> <li>15 credit hours (Public Health Electives)</li> </ul>
<b>*UK Core (Students can opt to take any marked courses as UK Core)</b> <b>Required Credits Total: 30</b>	<b>*UK Core (Students can opt to take any marked courses as UK Core)</b> <b>Required Credits Total: 30</b>
<b>Free Electives: 21 - 36</b>	<b>Free Electives: 18 - 36</b>
<b>Admissions Requirements: Rolling</b>	<b>Admissions Requirements: Fall-only admissions</b>
Pre-Major GPA: 2.75	Pre-Major GPA: 3.0
Cumulative GPA: 2.5	Cumulative GPA: 2.75

\*UK Core Course

Changed requirements

New Course

5-12-16

#### 4-YEAR PROGRAM PROGRESSION

### Bachelor in Public Health—PROPOSED CURRICULUM 2016-17 (course changes/additions highlighted)

YEAR 1	
<b>FALL—BPH Pre-Major</b> UK Core CC1—CIS/WRD 110 Composition and Communication I UK Core QFO—MA 111 Introduction to Contemporary Mathematics CLA 131 Medical Terminology from Greek and Latin UK Core HUM— <i>open choice from approved list</i> Free Elective Total Credits: 15	<b>SPRING—BPH Pre-Major</b> UK Core CC2—CIS/WRD 111 Composition and Communication II UK Core SSC—CPH 201 Introduction to Public Health UK Core NPM—BIO 103 Basic Ideas of Biology (or higher level) Free Elective Free Elective Total Credits: 15
YEAR 2	
<b>FALL—BPH Pre-Major</b> UK Core SIR—BST 230 Statistical Thinking for Population Health UK Core CCC—GRN 250 Aging in Today's World Free Elective Free Elective Free Elective Total Credits: 15	<b>SPRING—BPH Pre-Major</b> UK Core ACR— <i>open choice from approved list</i> UK Core GDY— <i>open choice from approved list</i> Free Elective Free Elective Free Elective Matriculate to BPH Total Credits: 15
YEAR 3	
<b>FALL—BPH Major</b> CPH 310 Disease Detectives, Epidemiology in Action CPH 320 Foundations of Environmental Health CPH 330 Health Analytics I PH Guided Electives (see advisor for list of approved electives) PH Guided Electives (see advisor for list of approved electives) Total Credits: 15	<b>SPRING—BPH Major</b> CPH 440 Foundations of Health Behavior CPH 350 Intro to Health Care Org and Policy PH Guided Electives (see advisor for list of approved electives) PH Guided Electives (see advisor for list of approved electives) PH Guided Electives (see advisor for list of approved electives) Total Credits: 15
YEAR 4	
<b>FALL—BPH Major</b> CPH 470 Public Health Capstone (GCCR Requirement) CPH 476G A Sick World: Global Public Health in the Early 21st Century PH Guided Electives (see advisor for list of approved electives) PH Guided Electives (see advisor for list of approved electives) PH Guided Electives (see advisor for list of approved electives) Total Credits: 15	<b>SPRING—BPH Major</b> CPH 472 Public Health Professions and Practice PH Guided Electives (see advisor for list of approved electives) PH Guided Electives (see advisor for list of approved electives) Free Elective Free Elective Total Credits: 15



# College of Public Health

Undergraduate Committee Meeting  
Minutes  
April 27, 2016  
10:30am  
CPH Room 115

**Attendees:** Christian, Jay; Cprek, Sarah; Daddysman, Jennifer; Guest, Aaron; Johnson, Nancy; Underwood, Marilyn; Wackerbarth, Sarah; Watkins, John

**Absent:** Cardarelli, Kathryn; Taylor, Sydney; Tumlin, Kimberly

1. Approval of Agenda
  - a. Dr. Christian made a motion to approve the agenda as revised with a second by Sarah Cprek.
  - b. Agenda approved.
2. Approval of Minutes from April 20, 2016 meeting
  - a. Dr. Wackerbarth made a motion to approve the minutes with a second by Dr. Johnson.
  - b. Minutes approved.
3. BPH Program Change Proposal
  - a. Dr. Watkins passed out a summary of the proposed changes for the committee to review.
    - i. Item 4: Jennifer Daddysman questioned the use of the term Selective or Elective. Marilyn agreed and she feels students would be confused with the term selectives, and would think they have more options than what is listed.
    - ii. Dr. Christian recommended using the term elective instead of selective
    - iii. Item 3: Dr. Watkins recommended UK 101 be encouraged, but not required, but have CPH 101 as a pre-major requirement. Dr. Watkins passed out a proposal for CPH 101. Dr. Watkins asked Marilyn to compare the proposal to UK 101.
      1. Marilyn envisioned the class would be more in depth and would focus on what Public Health is.
      2. Aaron recommended discussing the certification options in CPH 101 (CPH Exam, CHES, associations, etc.)
      3. The committee recommended the CPH 101 be a 1 credit hour course and be taught in the spring. Sarah advised that we should offer it both fall and spring semesters.
      4. CPH 101 would be skill development through the lens of Public Health. Jennifer recommended pairing the professional discovery with the academic discovery.
      5. Dr. Watkins recommended tabling CPH 101 for the moment.
      6. Marilyn recommended adding content into UK 101 for now instead of developing a new course.



# College of Public Health

- iv. Item 2: The committee recommended removing CPH 101 for now and increase the content of UK 101.
  - 1. Marilyn recommended pre-enrolling all the incoming students into the CPH section of UK 101
- v. Item 1: Dr. Wackerbarth has developed the 300-level course which will be CPH 350 and will have ECO 201 as a pre-requisite for the course. Dr. Cardarelli will need to reach out to the Gatton College for permission to add the course as a pre-requisite for CPH 350.
- vi. Item 5: Sarah has asked that admissions be changed to applying in the spring and enrollment in the fall.

**b. The committee voted on the following changes to the curriculum:**

- i. Item 1: Accepting BST 330 change to BST 230 in the pre-major requirements, adding CPH 330, CPH 350 (HMP new course), and CPH 476G to major requirements. Removing HSM 241 from major requirements.
  - 1. Dr. Christian made a motion to approve with a second by Aaron Guest.
  - 2. **Motion approved.**
- ii. Item 2: Hold on adding CPH 101 to pre-major requirements
  - 1. Motion made by Dr. Johnson with a second by Sarah Cprek.
  - 2. Motion approved
- iii. Motion made to not require, but encourage UK 101 as part of the curriculum with UK 101 being expanded in a CPH context
  - 1. Motion made by Jay with a second by Aaron Gues
  - 2. Approved
- iv. Motion made to reduce PH Science Electives from 12 to 6 hours using the title "Natural Science Electives" and rename "Major Electives" to "Social Science Electives" and increase the requirement from 6 to 9 hours.
  - 1. Motion made by Sarah Cprek with a second by Aaron Guest
  - 2. **Approved**
- v. Motion made to increase the admissions GPA scores and institute a fall only admissions cycle (apply in the spring, admit in the fall) for BPH students
  - 1. Motion made by Sarah Cprek with a second by Jennifer Daddysman
  - 2. **Approved**

4. New/Future business

- a. Update on Environmental Public Health preliminary track – Nancy Johnson
  - i. Dr. Johnson will be adding an environmental public health special topics course to prepare students for the certification.
- b. Dr. Watkins is recommending that a 500-level special topics course be created.

5. Next Meeting: TBD

6. Adjournment



Academic Affairs Committee Meeting

Minutes

May 12, 2016

9:00am

CPH, Room 202

**Attendees:** Cardarelli, Kathryn; Costich, Julia; Eddens, Kate; Holsinger, Jim; Perkins, Andrea; Shelton, Brent; Tumlin, Kimberly; Watkins, John

**Absent:** Brown, Sabrina; Boka, Keyana

1. Call to Order
2. Approval of Agenda
  - a. Motion made by Dr. Costich to approve the agenda with a second by Dr. Holsinger
  - b. Agenda approved
3. Approval of minutes from April 14, 2016 meeting
  - a. Motion made by Dr. Holsinger to approve the minutes with a second by Dr. Shelton
  - b. Minutes approved
4. Assistant Dean for Academic and Faculty Affairs Report – Kimberly Tumlin
  - a. There is a new process for the annual reports that are due in October. It will be an all-electronic process and Dr. Tumlin will meet with program Directors in June and July to orient them with the new process.
    - i. There will be more rigor on reporting on the outcomes based on feedback from SACS
  - b. We are starting our college review this summer as part of the strategic planning process and will follow alongside the CEPH self-study review.
    - i. All departments will be asked to engage in the review.
    - ii. The Provost will be selecting members for the review committee.  
Recommendations can be made to the Provost for members.
  - c. Institutional Effectiveness has provided feedback on the two program reviews that have been performed this year. There is some missing data that Dr. Tumlin will be asking the departments to provide. This is a new CPE requirement.
  - d. The external review committee for strategic planning came last week and met with administrative units and chairs and should be returning later this month or in early June to report on their meetings with regards to the administrative structure.
5. Associate Dean for Academic Affairs Report
  - a. Dr. Cardarelli attending a meeting with the Provost yesterday who gave updates to the Undergraduate Education restructuring plan.
    - i. The Provost is creating units around academic excellence and student life, health, a sense of belonging on campus and financial wellness. These are the primary drivers of retention.
    - ii. Implications on the restructuring: there are 420 employees in positions in the undergraduate college and around 2,000 students. The advisors in



undergraduate education are trained to help these students explore careers and programs. The Provost is planning on pushing all the students out to the Colleges. Starting this fall, all students will be required to pick a major by mid-fall.

- iii. The Provost has asked Colleges if they would take undeclared Freshman. Retention rates are within the University and not in Colleges. Students who decide to change majors/colleges will not affect the College ratings.
  - iv. Dr. Cardarelli will update the committee as plans progress and more information is given.
  - v. The two lecturer positions that will be hired over the summer will assist with advising as well as teach. Marilyn will continue to advise the incoming students and the upper level students will be split between the two lecturers.
6. Undergraduate Committee Chair Report – John Watkins
- a. The undergraduate committee has been very active in looking at the BPH curriculum and are proposing changes.
7. Curricular proposals
- a. New Course Proposal: CPH 350 – Introduction to Health Care Organization and Policy
    - i. Students are getting a slim exposure to healthcare elements and financial elements related to health and healthcare. This has spurred the need for a new course at a higher level. The undergraduate committee has reviewed this proposal and there seems to be overlap between this course and CPH 423. The undergraduate committee has suggested changes to the project and description on the course proposal.
    - ii. The Academic Affairs and Assessment committee agreed that the course description needs to be developed more as well as the project in the requirements. The committee suggested combining the course description and detailed description into one to fix the description issue.
    - iii. Dr. Cardarelli has reached out to Dr. Kelly in the College of B&E to see if ECO 201 can handle the increase in enrollment and will approve allowing the course as a pre-requisite for CPH 350. She is still waiting on a response.
      - 1. Dr. Holsinger recommended taking ECO 201 concurrently with CPH 350 to allow for more opportunity to take the course.
    - iv. Motion to approve pending recommended changes (Course description and project) by Dr. Holsinger with a second by Dr. Costich.
    - v. Proposal approved.
  - b. Program Change Proposal: Population Health Policy & Management
    - i. The program change would have 4 required courses for the PHP&M curriculum instead
    - ii. The committee recommended adding language into the program change form stating adding the required courses will not change the overall required courses.
    - iii. Motion made to approve the proposal by Dr. Holsinger with a second by Dr. Shelton.





**iv. Proposal approved**

- c. Program Change Proposal: Bachelor of Public Health
  - i. The undergraduate committee has proposed changes to the BPH curriculum. The program change form has been updated per the Senate and requires a substantive change form be completed before submitted to the University.
    - 1. Andrea Perkins is working on the official forms and will submit the form to the committee for review once completed.
  - ii. A table has been created and submitted to AAAC for review with the changes highlighted which includes:
    - 1. Change BST 330 to BST 230 which would make all the pre-major requirements all at the 100 and 200 level.
    - 2. HSM 241 would be removed as a major requirement
    - 3. CPH 330, 350 and 476G would be added as major requirements
    - 4. Natural Science electives would be reduced to 6 credit hours
    - 5. Social Science electives would be increased to 9 credit hours
    - 6. Pre-major GPA would be increased to 3.0
    - 7. Cumulative GPA would be increased to 2.75
    - 8. Admissions would change from rolling to fall admissions only
  - iii. Motion made by Dr. Holsinger to approve the curriculum change with a second by Dr. Costich.

**iv. Proposal approved.**

- 8. New/Future business
  - a. Dr. Costich reported that the Senate recently did not approve a proposal to hold grades for 8 days until students completed electronic teacher/course evaluations.
    - i. The Senate felt this would not allow for good evaluations and that students need updated transcripts immediately following graduation and grades cannot be held.
- 9. Next Meeting: Potential meeting on June 9<sup>th</sup> if there are proposals to approve.
- 10. Adjournment

**From:** Perkins, Andrea L  
**To:** [Flanagan, Rebecca](#)  
**Subject:** RE: Curricular Proposal Approvals  
**Date:** Wednesday, May 25, 2016 9:10:00 AM  
**Attachments:** [image001.png](#)

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Thank you Becki.

Andrea Perkins  
College of Public Health  
University of Kentucky

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**From:** Flanagan, Rebecca  
**Sent:** Wednesday, May 25, 2016 8:22 AM  
**To:** Perkins, Andrea L  
**Subject:** Curricular Proposal Approvals

Dear Andrea:

At its meeting on May 24, CPH Faculty Council approved the following curricular proposals:

- Master's Program Change – Population Health Policy & Management Concentration
- BPH Program Change – Curriculum Update
- New Course Proposal: CPH 350 Introduction to Health Care Organization and Policy

Please let me know if you need additional information.

Thanks,  
Becki

*Rebecca Flanagan*  
**Faculty Affairs Administrator**  
**Faculty Council Support**  
**APT Committee Support**  
**College of Public Health**  
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