

CHANGE MINOR

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 each proposed change, you **MUST** also include the existing requirement.

1. GENERAL INFORMATION

1a	Home college ¹ : Arts and Sciences		
1b	Home educational unit (department or school) ¹ : Biology		
1c	Current minor name: Biological Sciences	Proposed minor name: <i>Biology</i>	
1d	CIP Code ² :	Today's Date: February 2, 2017	
1e	Is there an accrediting agency related to this minor?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If "Yes," name:		
1f	Requested effective date:	<input type="checkbox"/> Fall semester following approval.	OR <input checked="" type="checkbox"/> Specific Date ³ : <i>Fall 2017</i>
1g	Contact person name: Jennifer Osterhage	Email: jennifer.osterhage@uky.edu	Phone: 257-9322

2. OVERVIEW OF CHANGES

2a	Describe the rationale for the changes. (450 word limit)		
	see attached		
2b	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.		
	CHE 232 will be added to the Acceptable Upper-Level Electives list		
	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 ⁴ 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.		

¹ 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.

² The CIP code is provided by Institutional Effectiveness. You can reach Institutional Effectiveness by phone or email (257-2873 or institutionaleffectiveness@uky.edu).

³ No program will be effective until all approvals are received.

⁴ 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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2c	Will the minor's faculty of record change?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If "Yes," indicate current system and proposed changes below. (150 word limit)			
Current:		Proposed:	

3. COURSE-RELATED CHANGES

3a	Will the minor's prerequisites change?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
If "Yes," use the grid below to illustrate the changes.						
Current		Proposed				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ⁵
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

3b	Provide the narrative about the changed prerequisites to include in the Bulletin. (150 word limit)

3c	Will the minor's required courses change?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
If "Yes," use the grid below to illustrate the changes.						
Current		Proposed				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ⁶
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

⁵ 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 ("n/c").

⁶ Indicate if the course is new ("new"), existing but will change ("change"), or exists but will not change ("no change").

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						Select one....
						Select one....

3d Provide the narrative about the changed required courses to include in the Bulletin. (150 word limit)

3e Will the minor's elective courses change? Yes No

If "Yes," use the grid below to illustrate the changes.

Current			Proposed			
Prefix & Nbr	Credit Hrs	Title	Prefix & Nbr	Credit Hrs	Title	Course Status ⁷
		see attached				Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

3f Provide the narrative about the changed elective courses to include in the Bulletin. (150 word limit)

4. OTHER CHANGES

4a Are there any other changes to the minor? If "Yes," note below. (150 word limit) Yes No

5. 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
5a	(Within College)		
	Bruce O'Hara	2/1/2017	Bruce O'Hara / 257-2805 / bohara@uky.e
	A&S EPC	3/7/17	Jane Calvert/ / jane.calvert@uky.edu



⁷ Indicate if the course is new ("new"), existing but will change ("change"), or exists but will not change ("no change").

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	Assoc Dean	3/7/17	Anna Bosch	/	/	anna.bosch@uky.edu	<i>Anna Bosch</i>
				/	/		
5b	(Collaborating and/or Affected Units)						
				/	/		
				/	/		
				/	/		
				/	/		
				/	/		
5c	(Senate Academic Council)			Date Approved		Contact Person Name	
	Health Care Colleges Council (if applicable)						
	Undergraduate Council			3/21/17		Joanie Ett-Mims	

March 7, 2017

Dear Undergraduate Council,

On behalf of the faculty of the College of Arts and Sciences, the Education Policy Committee discussed and approved the changes to the Minor in Biology. 9:0:0 on Tuesday, March 7, 2017.

Sincerely,



Jane Calvert
Chair, Education Policy Committee



Department of Biology
101 T.H. Morgan Building
Lexington, KY 40506-0225
859-257-2805
Fax 859 257-1717
Email: bohara@uky.edu

January 31, 2017

Anna Bosch, Ph.D.
Associate Dean for Undergraduate Programs
University of Kentucky

Dear Dr. Bosch:

This letter confirms that the Biology faculty voted on March 25, 2016 and October 14, 2016 to approve the program changes outlined in the Change Undergraduate Degree form attached. The faculty meeting minutes are attached to the form. We believe that these changes will improve the quality of our undergraduate degrees. Please contact me if you need any additional information.

Sincerely,

A handwritten signature in black ink that reads "Bruce O'Hara". The signature is written in a cursive style with a horizontal line above the "O" in "O'Hara".

Bruce O'Hara, Ph.D.
Professor and interim Chair
Department of Biology

see blue.

Updated Bulletin Language

Highlighted sections are additions/changes to the Biology electives. The old language we are removing is marked in red.

Minor in ~~Biological Sciences~~ **Biology**

The minor in ~~Biological Sciences~~ Biology consists of 21 hours of course work to include:

Minor Electives

Approved 300+ level BIO courses or other courses from the approved list. **At least 3 of the 6 minor elective hours MUST be BIO courses (i.e. have a BIO prefix).** Up to 3 hours of life science independent research course work can be counted here.

Approved list:

(Note: BIO 208 and BIO 209 CANNOT be used to satisfy the upper-level elective requirement for the minor in Biology)

ANT 332

CHE 226, **232**, 233, 440G, 441, 442G, 446G, 532, 533, 550, 552, 558, 565

EES 401G

~~A&S 300, 500 (acceptable as upper-level credit only when offered by the Department of Biology)~~

PSY ~~456~~, 459, ~~552, 565~~

STA 570, 580 (Biology usually accepts only one of these courses for each student. Other STA courses may be accepted at the discretion of your advisor, and this may depend upon the area of biology in which you choose to specialize.)

ABT 460

ASC 364, 378

ENT 310, 320, 402, 460, 561, 564, 568

FOR 340, 402

FSC 530

NRE 320, 420G, 450G, 455G

PLS 320, 330, 332, 366, 450G, 502, 566, 567

PPA 400G

ANA 511, 512, 516 (some other anatomy courses at the 500-level are accepted, but are usually restricted to professional students)

BCH 401G

MI 494G, 595, 598

PGY 412G, 560, 590 (PGY 412G is acceptable as an elective for upper level biology credit **ONLY IF a student does NOT complete BIO 350; PGY 412G DOES NOT substitute for BIO 350 or BIO 430G**)

TOX 509

**Other courses may be accepted at the discretion of the
Director of Undergraduate Studies in the Department of
Biology.**

Rationale for Program Changes – Biology minor

The Biology department has discussed and voted to approve the following changes to the Biology minor that we believe will improve the degree. The changes are detailed below.

I. Change the name of the Biological Sciences minor to Biology.

Rationale: This change would align the name of the minor with the name of the department that houses it.

II. Require that at least 3 of the 6 upper-level electives for the Biology minor be BIO courses (have a BIO prefix).

Rationale:

We believe that this change will give students the necessary background in Biology to graduate with minor in Biology while maintaining flexibility in the elective courses that they could choose from outside the department.

III. Drop the following courses from the accepted upper-level electives list

Rationale: As described below, some of the courses on our upper-level elective list are no longer necessary or are not open to our majors

A. A&S 300 and A&S 500 – Since we now have course number designations within our department for special topics courses we'd like to offer (BIO 380 and 580), we do not need to offer courses that should count toward the Biology major as A&S 300 or A&S 500 courses.

B. PSY 456 (Behavioral Neuroscience) This course requires that students be a Psychology major to enroll and is therefore not available for the majority of our majors.

C. PSY 552 (Evolutionary Psychology) This course requires that students be a Psychology major to enroll and is therefore not available for the majority of our majors.

C. PSY 565 (Advanced Topics in Neuroscience) The prereqs of this course severely limit the ability of non-psychology majors to complete it (requires completion of one of the following: PSY 427, 430, 440, 450, 456, 460, or 552).

IV. Allow PGY 412G (Human Physiology) to count as an upper-level elective for the Biology minor ONLY IF a student does NOT complete BIO 350 (Animal Physiology)

Rationale: There is significant overlap (75% or more) with the content of PGY 412G and the content of BIO 350, Animal Physiology. We do not believe that both courses should count toward the minor.

V. Add CHE 232 (Organic Chemistry II) to the accepted upper-level elective list for the minor.

Rationale: CHE 232 is a required course for our B.S. program and counts toward the major hours for the B.S. degree. CHE 233 (Organic Chemistry II lab) is

not required for our majors and is currently listed as an acceptable upper-level elective. However, any student in our B.A. program or working towards a minor in Biology currently receives no credit for CHE 232 within the major. We believe that this is a worthwhile course to count toward our upper-level electives for minor. The Chemistry department has approved this change.



Monday, January 26, 2017

Re: Biology program change, CHE 232 as an accepted upper-level elective

Dr. Jennifer Osterhage, Director of Undergraduate Studies, Biology
University of Kentucky College of Arts & Sciences BIOLOGY
104a Thomas Hunt Morgan, Lexington, KY 40506-0225

CC: Dr. Mark Meier, Chemistry Chair

Dear Jennifer:

We are delighted that A&S BIOLOGY is considering allowing CHE 232, Org. Chem. 2, to count as an upper-level elective for the Biology B.A degree and minor. We understand that CHE 232 is already a requirement for the Biology B.S degree and that BIOLOGY has been granting upper-level elective credit for BS majors on a case-by-case basis.

A&S CHEMISTRY offers CHE 232 to all students with the prerequisites (Gen. Chem. and Org. Chem. 1). This service course supports education in the molecular sciences for many UK programs. Official inclusion of CHE 232 as an upper-level elective for the B.A. degree and the Biology minor will not be problematic.

It is rather odd that the BIO BA already accepts CHE 233, Org. Lab II as an upper-level elective while CHE 232 currently requires exceptions. Since there are a substantial number of double majors between Biology and Chemistry, Biology should also consider including the CHE 533, Adv. Organic Lab. (prereq. CHE 532, CHE 231, CHE 232) as an upper-level elective with the verbiage (CHE 233 or CHE 533). Our BS majors do not take CHE 233 since we favor the more exploratory version of the university organic laboratory for students who have committed this much time and effort to chemistry. This would promote student interdisciplinary activity.

Sincerely,

Mark Meier
Chair, Department of Chemistry
University of Kentucky

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of post-bac program. The program would have 10 students the first year and 20 the next year. Vote to move program forward: **approved**

- Proposal to allow CHE 232 (Organic Chemistry II) to count as an upper-level elective in the B.A. and Biology minor: **27 in favor, 2 opposed, 1 abstention**
- Proposal to drop the following courses from the accepted upper-level electives list -
 - A. A&S 300 and A&S 500
 - B. PSY 456 (Behavioral Neuroscience) and PSY 552 (Evolutionary Psychology)
 - C. PSY 565 (Advanced Topics in Neuroscience)**30 In favor, 0 Opposed, 0 Abstentions**
- Proposal to allow PGY 412G (Human Physiology) to count as an upper-level elective for the Biology B.S, B.A., or minor ONLY IF a student does NOT complete BIO 350 (Animal Physiology) - **26 In favor, 2 Opposed, 2 Abstentions**
- Proposal to change the pre-requisites of BIO 507 (Sleep and Circadian Rhythms) to BIO 304 (Genetics) or BIO 302 (Introduction to Neuroscience) – **30 in favor, 0 Opposed, 0 Abstentions**
- Proposal to change the pre-requisites of BIO 308 and 309 (Microbiology and Lab) to BIO 304 (Genetics) or ABT 360 (Genetics) and CHE 230 or CHE 236 - **30 in favor, 0 Opposed, 0 Abstentions**
- Proposal to drop BIO 450 (Neurophysiology Laboratory) from the course catalog – **30 in favor, 0 Opposed, 0 Abstentions**
- Thank you to everyone who came to our first Lunch and Learn. The next one is on Nov 29 at 12:30pm.

Ett, Joanie M

From: Osterhage, Jennifer L
Sent: Tuesday, March 21, 2017 12:04 PM
To: Ett, Joanie M
Subject: FW: SACSCOC Sub Change--Biology CIP Code (26.0101)
Attachments: UK_SubChange Checklist.FINAL.PDF

Hi Joanie,
Can you please add the email below and the attached checklist to the documents for the BIO program changes?
Thank you!
Jennifer

From: Alexander-Snow, Mia
Sent: Tuesday, March 21, 2017 10:48 AM
To: Osterhage, Jennifer L
Cc: Institutional Effectiveness; Ett, Joanie M
Subject: RE: SACSCOC Sub Change--Biology CIP Code (26.0101)

Hello Jennifer:

Thank you for your patience and reaching out to me about the CIP code for Biology . The CIP code for the existing Biology degree program is 26.0101 .

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 are not substantive changes. 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.

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

Regards,
Mia



University of Kentucky 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: UK 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).

Please note: there is a 200 character limit for each text box.

Name of Proposed Program/Action: Biology B.S, B.A, and minor program changes

Is this a New, Existing Degree, or Non-Degree Educational Program?

New Degree Educational Program **Existing Degree Educational Program**

New Non-Degree Educational Program **Existing Non-Degree Educational Program**

Program CIP Code (as applicable): _____

General Description of Proposed Action (e.g., new program/courses/delivery or changes to program (such as change in course(s)/delivery mode). Attach applicable documentation to support the program description with checklist submission): changes in guided electives

Total number of Credit hours for:

New or Proposed Degree/Non-Degree/Certificate: _____ **Existing Degree/Non-Degree/Certificate:** _____

New or Proposed Program Major: _____ **Existing Program Major:** 120

New or Proposed Program Option: _____ **Existing Program Option:** _____

(e.g. Concentration, Specialization, Track) **(e.g. Concentration, Specialization, Track)**

Is this an Accredited Program? No Yes , **Name of Accreditor:** _____

Sponsoring College/Home Educational Unit: Arts and Sciences

College/Department/Educational Unit Contact: Biology

Date Form Completed: February 2

	UK Substantive Change Items	Yes	No	Not Sure	N/A	Provide brief explanation (if necessary)
1	The proposed program or existing program requires a <u>number of new faculty</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	<u>More than 25 percent of the required courses</u> for the proposed or existing program are new.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	<u>More than 50 percent of the required courses</u> for the proposed or existing program are new.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	The proposed or existing program requires new library or other learning resources.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5	The proposed or existing program requires new equipment or facilities.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6	The proposed or existing program requires a new resource base.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
7	The proposed or existing program will initiate a <u>branch campus</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
8	The proposed or existing program will initiate a <u>dual degree program with another institution</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
9	The proposed or existing program will initiate a <u>joint degree program with another institution</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
10	The proposed or existing program will initiate a <u>certificate program? (if yes, answer the following)</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
11	• Will the proposed certificate program utilize existing courses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	• Will the proposed certificate program be offered at a new off-Grounds site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	• Does the proposed certificate program represent a significant departure from previously approved programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	The proposed or existing program will be initiated <u>at a new off-Grounds site? (if yes, answer the following)</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
15	• Will a student be able to earn 50 percent or more of program credits <u>at the site?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	• Will a student be able to earn 25 to 49 percent of program credits <u>at the site?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	UK Substantive Change Items	Yes	No	Not Sure	N/A	Provide brief explanation (if necessary)
17	<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>? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	The proposed or existing program will be at an <u>existing off-Grounds site</u> ? (if yes, answer the following)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
19	<ul style="list-style-type: none"> Does the proposed program represent a significant departure from previously approved programs [at the existing site]? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	The proposed or existing program will be offered via distance education. (if yes, answer the following)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
21	<ul style="list-style-type: none"> Will more than 50 percent of the program be offered via distance education? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	<ul style="list-style-type: none"> Will 25-49 percent of the program be offered via distance education? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	<ul style="list-style-type: none"> Will less than 25 percent of the program be offered via distance education? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	<ul style="list-style-type: none"> Total number of proposed course changes (as applicable) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	The proposed or existing program or courses will be initiated through contractual agreement or consortium.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
26	The proposed or existing program will relocate an existing off-Grounds site.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
27	The change to the existing program will <u>significantly alter the length of the currently approved program</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
28	The proposed or existing program will initiate a degree completion program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
29	The proposed program will close an existing program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		