

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 checked="" 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 :	01-27-17		
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.			
1b	College ² :	College of Agriculture, Food, and Environment	Department ² :	Dietetics and Human Nutrition
1c	CIP code ³ :	19.0501	Today's Date:	01-27-17
1d	Current major name: (Biology, Design, etc.)	Dietetics	Proposed major name:	same
1e	Current Degree (BA, BFA, etc.):	B.S.	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:	Academy of Nutrition and Dietetics (Accreditation Council for Education in Nutrition and Dietetics)		
1h	Date of most recent periodic program review for this degree:	2016		

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.

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1i	Requested effective date:	<input type="checkbox"/> Fall semester following approval.	OR	<input checked="" type="checkbox"/> Specific Date ⁴ : <i>Fall 2017</i>
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1j	Contact person name:	Tammy Stephenson	Phone / Email:	7-2353 / Tammy.Stephenson@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>Based on program review (most recent IAP submitted by October 31, 2016), the Department of Dietetics and Human Nutrition is requesting that:</p> <ol style="list-style-type: none"> DHN 403: Community Nutrition and Wellness be dropped as a Major Course Requirement and DHN 313: Life Cycle and Community Nutrition II (new course) be added as a Major Course Requirement. Each of these courses is 3-credit hours. The replacement of DHN 403 with DHN 313 allows for community nutrition to be integrated with life cycle nutrition (DHN 312: Life Cycle and Community Nutrition I - course change submitted and DHN 313: Life Cycle and Community Nutrition II - new course submitted), rather than taught as a separate course. We anticipate this integration will promote student learning and provide our students with application examples as they discuss different nutrition-related issues at various life stages. DHN 340: Institutional Purchasing be dropped as a Major Course Requirement. The content originally presented as part of this course has now been integrated within other major coursework, including DHN 346: Management for Food Industries, for which a course change has been submitted. As well, drop MGT 301 as an alternative to DHN 346. Given the integration of purchasing content into DHN 346, MGT 301 no longer meets the student learning outcomes for our students as part of the accredited dietetics program. HES 100: Introduction to Professions in HES be removed as a required course. The course - which utilizes family systems theory as the overarching conceptual model to provide a history and discussion of contemporary issues of human environmental sciences - does not provide knowledge required for students preparing for a career in Dietetics. FAM 352: Issues in Family Sciences be removed as a required course. The course - which focuses on topics such as historical trends in marriage, family life cycle theory, parenthood, divorce, step families, and step-parenting - does not provide knowledge required for students preparing for a career in Dietetics. GEN 100: Issues in Agriculture, Food, and Environment will be the recommended course under the Community, Culture, and Citizenship in the USA UK Core requirement. <p>* As an accredited program we have reached out to our accrediting body, ACEND, who supports these updates to the program.</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:	42	<i>same</i>
ii.	Credit Hours of Preprofessional Courses:		<i>same</i>
iii.	Credit Hours of Major Core Course Requirements	44	41
iv.	Minimum Credit Hours of Guided Electives:		

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

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v.	Minimum Credit Hours of Free Electives:		4	same
vi.	Credit Hours for Track 1 (name): Option A		1-6	same
vii.	Credit Hours for Track 2 (name): Option B		21	same
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:	33	35
		200-level:	19	same
		300-level:	30	27
		400-level:	4-5	1-2
		500-level:	13-33	same
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:		<u>Option A: 128</u> <u>Option B: 137</u>	<u>Option A: 124</u> <u>Option B: 133</u>
xv.	If the total hours required for graduation have changed, explain below. (150 word limit)			
	The changes requested above will result in a change in the total number of required hours. For Option A of the program, hours drop from 128 to 124 hours and for Option B of the program, hours drop from 137 to 133 hours. As an accredited program we have reached out to our accrediting body, ACEND, who supports these updates to the program.			
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.			
	GEN 100, taught by the College of Agriculture, Food and Environment, will be used as a recommended course to satisfy the UK Core requirement for Community, Culture, and Citizenship in the USA.			
	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 type="checkbox"/>	No <input checked="" type="checkbox"/>	
	If "Yes," describe generally the courses and how they will used.			

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.

If "Yes," two pieces of supporting documentation are required.

Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director⁶ from which individual courses will be used.

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 No

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)				
Community, Culture & Citizenship in USA	Choose one course from the approved list	3	<i>Recommended: GEN 100</i>	3
Global Dynamics				
Total UK Core Hours		_____		_____

3b Provide the Bulletin language about UK Core.

See the UK Core section of the 2016 - 2017 Undergraduate Bulletin for the complete UK Core requirements. The courses listed below 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 No

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

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

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.

	<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 ⁷ 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"/>			
	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 checked="" type="checkbox"/>	No <input type="checkbox"/>
	If "Yes," provide the new language below.		
	Language about "School Requirements" should be removed.		

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....

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").

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

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

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 No

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 No
 If more than one track is affected, click [HERE](#) for a template. Append a PDF for each affected track to the end of this form.

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

5k Provide the Bulletin language for the track.

6. Semester by Semester Program

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

YEAR 1 – FALL: (e.g. "BIO 103; 3 credits")	See attached 4-year plan.	YEAR 1 – SPRING:	
YEAR 2 - FALL :		YEAR 2 – SPRING:	
YEAR 3 - FALL:		YEAR 3 - SPRING:	
YEAR 4 - FALL:		YEAR 4 - SPRING:	

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

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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)			
		Department of Dietetics and Human Nutrition	12-15-16	Sandra Bastin, Chair / 7-3800 / SBastin@uky.edu
		College of Agriculture, Food, and Environment Undergraduate Council	2-3-17	Larry J. Grabau 7-3468 / 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	4/4/17	Joanie Ett-Mims

Suggested Four Year Plan

MAJOR: Dietetics
DEGREE: B.S. in Dietetics

Effective FALL 2017
Proposed

Entrance Requirements: Minimum GPA for entrance into the upper-level Dietetics program is 2.8 in select courses and 2.4 cumulative (see Admissions Policy in the 2016-2017 Undergraduate Bulletin <http://www.uky.edu/sites/www.uky.edu/registrar/files/agfe2.pdf>)

Progression Requirements: Minimum grade of C in all coursework designated Major Requirements and 2.4 cumulative GPA

1. Sufficient ACT/SAT scores and/or Math Placement scores and/or MA 109 are prerequisite to Quantitative Foundations, plus Chemistry and Biology.
2. Prerequisites must be successfully completed prior to taking the next class. Check the UK Bulletin for prerequisite information.
3. Some courses are only offered once a year. Plan subject to change without notice. Check with advisor for updates periodically.

Year I

<u>Fall</u>		<u>Spring</u>	
UK Core CIS/WRD 110	- 3	UK Core CIS/WRD 111	- 3
UK Core Quant Found-MA 111 or 123	- 3-4	CHE 107	- 3
CHE 105	- 4	CHE 113	- 2
CHE 111	- 1	BIO 148	- 3
GEN 100	- 3	SOC 101	<u>- 3</u>
UK 101(opt)	-1-2	CHE 197 (opt)	<u>- 1</u>
	14 - 17		14 - 15

Year II

<u>Fall</u>		<u>Spring</u>	
BIO 208	- 3	PGY 206	- 3
CLA 131	- 3	DHN 212	- 3
DHN 241	- 1	ECO 201	- 3
PSY 100	- 4	CHE 236 or CHE 230	-3
STA 210	<u>- 3</u>	UK Core Arts & Creativity	-3
	14		15

Application for the
Coordinated
Program (Option B)
is due FEBRUARY 1
prior to Year III.

APPLY TO UPPER DIVISION Year III - Choose One Option

Option A –Didactic Program

<u>Fall</u>		<u>Spring</u>	
DHN 301 – 2*		DHN 304 – 3	
DHN 302 – 3		DHN 346 – 3**	
DHN 311 – 3*		DHN 313 – 3**	
DHN 312 – 3*		DHN 510 – 3**	
DHN 374 – 3		DHN 512 – <u>4**</u>	
UK Core Global Dynamics	<u>- 3</u>		16
	17		

Option B-Coordinated Program (Admission required)

<u>Fall</u>		<u>Spring</u>	
DHN 301 – 2*		DHN 304 – 3	
DHN 302 – 3		DHN 346 – 3**	
DHN 311 – 3*		DHN 313 – 3**	
DHN 312 – 3*		DHN 510 – 3**	
DHN 374 – 3		DHN 512 – <u>4**</u>	
UK Core Global Dynamics	<u>- 3</u>		16
	17		

Year IV

<u>Fall</u>		<u>Spring</u>	
DHN 480 – 1		DHN 342 – 4	
DHN 514 – 3*		DHN 408G – 1	
DHN 517 – 3*		Free Electives	<u>- 11</u>
Prof Support Elect. – 3			15
Free Electives - 3			
UK Core: Humanities	<u>- 3</u>		
	16		

<u>Fall</u>		<u>Spring</u>	
DHN 342 – 4		DHN 518 - 2	
DHN 408G -1		DHN 520 - 5	
DHN 514 – 3*		DHN 522 - 5	
DHN 517 – 3*		DHN 524 - 3	
UK Core Humanities – 3		DHN 526 - <u>3</u>	
Prof Support Elective - 3			18
		<u>Summer Practicum</u>	
		4-wk 8-wk	
		DHN 528 - 1 DHN 530 - 2	
	17		

OPT A TOTAL = minimum 124 Credits

OPT B TOTAL = minimum 133 credits

NOTE: *Classes offered in Fall semester only. Prerequisites must be completed prior to enrollment prior to enrollment. **Classes offered in Spring semester only. Prerequisites must be completed prior to enrollment.

January 26, 2017

MEMORANDUM

TO: Sandra Bastin, Chair, Dietetics and Human Nutrition Department

FROM: Larry Grabau, Associate Dean for Instruction

RE: Support for GEN 100 instruction

It is my understanding that the B.S. program in Dietetics as well as the B.S. program in Human Nutrition is considering a requirement which would invoke GEN 100 for all students. The Center for Student Success stands ready to provide that instruction, should these students be directed to enroll in this course.

see blue.

Subject: Re: Follow-Up: SACSCOC Sub Change: B.S. in Human Nutrition and B.S. in Dietetics--Planning & Institutional Effectiveness Response
Date: Saturday, February 25, 2017 at 10:23:31 AM Eastern Standard Time
From: Stephenson, Tammy J
To: Institutional Effectiveness
CC: Grabau, Larry
Attachments: image001.png, image002.png, image003.png, image004.png, image005.jpg

Thank you Mia, we appreciate your review of these program changes.

Warm regards,
Tammy

From: Institutional Effectiveness <InstitutionalEffectiveness@uky.edu>
Date: Friday, February 24, 2017 at 5:41 PM
To: "Stephenson, Tammy J" <tammy.stephenson@uky.edu>, Institutional Effectiveness <InstitutionalEffectiveness@uky.edu>
Cc: Larry Grabau <larry.grabau@uky.edu>
Subject: RE: Follow-Up: SACSCOC Sub Change: B.S. in Human Nutrition and B.S. in Dietetics--Planning & Institutional Effectiveness Response

Hello Tammy,

I have reviewed the other form and the assessment mapping and email from the accrediting agency. Based on the information presented you are all set and the proposed changes will not constitute substantive change. This goes for both programs: **Bachelor of Science in Human Nutrition(19.0504) and Bachelor of Science in Dietetics (19.0504)**

Next Steps for SACSCOC: No additional information is required at this time

Mia Alexander-Snow, PhD
Director, Planning and Institutional Effectiveness
Phone: 859-257-2873
Fax: 859-323-3999
Visit the Institutional Effectiveness Website: <http://www.uky.edu/ie>

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Undergraduate Curriculum Committee Meeting Minutes, February 3, 2017

Members present: McNear, Haynes, Geneve, Swanson, Jacobsen, Lhotka, Brown, Vincent, Lee, Ricketts, Crofchek, and Grabau (chairing and recording minutes).

Guest present: Stephenson.

Agenda Item #1: Materials from Department of Dietetics and Human Nutrition:

- Second reading of program change materials for B.S. programs in Dietetics and in Human Nutrition (DHN), and
- Major changes in DHN 312 and 346.

Presentation of the above items was led by Stephenson. Much of the program-level discussion centered on precisely how to state the GEN 100 requirement for these two programs; since the curricular placement of this requirement in other College of Agriculture, Food and Environment programs has been somewhat inconsistent (UK Core, College, pre-major), this left DHN with some uncertainty as to how to prepare their materials. The decision was made to configure this requirement as a college-based requirement. Other discussion at the program level was around other college requirements (e.g., 45 credits at the 300-level). The group agreed that the UCC should focus its attention on the changes requested by the proposal, rather than on whether all current B.S. programs in the college meet every aspect of the college's overall requirements. With respect to the major course changes, the need for an update in the course description for DHN 312 was noted, as was a request for upgraded student learning outcomes in DHN 346. Vincent moved to approve both B.S program changes (with modest language change regarding GEN 100 as a college requirement) and both course changes (with modest language change as discussed above). Lee seconded, and the motion carried by an 11-0 vote.

Agenda Item #2: Materials from Department of Retailing and Tourism Management (RTM):

- Second reading of program change materials for B.S. program in Merchandising, Apparel and Textiles (MAT),
- First (and, as it turned out, only) reading of program change materials for B.S. program in Hospitality, Tourism and Management (HMT),
- Major change in HMT 420, and
- New course proposal (HMT 414).

Swanson led the discussion of the RTM materials. He indicated that RTM would adjust their language around GEN 100 as a college requirement to match that discussed above for the DHN proposals. This was the main discussion item for the second reading of the MAT proposal. Discussion of the major change in MAT 572 ensued; the UCC called for further clarification of the course syllabus, specifically in areas which had been re-developed to meet GCC calls for a higher level of rigor for graduate students. Brown moved to approve the MAT BS program proposal (with slight modification noted above) and the MAT 572 course change proposal (with pending syllabus clarifications). Ricketts seconded and the motion passed with an 11-0 vote.

Regarding the HMT program proposal, there was an accounting issue regarding the total number of hours at the 300-level; Swanson will adjust the form on that page. There was also a concern about whether or not the program met the criteria for 18 hours of specialty support. Finally, the UCC suggested that HMT needed to check with the Plant and Soil Sciences Department for approval to include PLS 389 as a listing on their program. Pending resolution of these issues, Brown moved to approve the HMT program proposal, Lee seconded, and the motion carried by an 11-0 vote.