

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 : English		
1c	Current minor name: ENGLISH	Proposed minor name: ENGLISH	
1d	CIP Code ² : 23.0101	Today's Date: 4-20-2017	
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 checked="" type="checkbox"/> Fall semester following approval. OR <input type="checkbox"/> Specific Date ³ : Fall 20		
1g	Contact person name: Pearl James	Email: pearl.james@uky.edu	Phone: 257-6978

2. OVERVIEW OF CHANGES

2a	Describe the rationale for the changes. (450 word limit) ENG offers two minors, each of which requires students to take a total of 6 courses. We have been asked to clarify the extent to which students pursuing both minors can count the same courses toward the two different minors. This change makes it clear that students pursuing both the Minor in English and the Minor in Creative writing may only count 3ch of ENG prefix coursework towards both minors		
2b	Will the requested changes result in the use of courses from another unit?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," describe generally the courses and how they will used.		
	If "Yes," two pieces of supporting documentation are required.		
	<input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director ⁴ of each unit from which individual courses will be used.		

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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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.

2c Will the minor's faculty of record change? Yes No

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 No

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 No

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....

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....
						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 & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ⁷
						Select one....
						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
 Students pursuing both the Minor in English and the Minor in Creative writing may only count 3ch of ENG prefix coursework towards both minors.

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)	Department of English		Jeff Clymer / / jeff.clymer@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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	A&S EPC	Rynetta Davis	/	/	rynetta.davis@uky.edu	<i>R Davis</i>
	A&S Assoc Dean	Anna Bosch	/	/	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		10/17/17		Joanie Ett-Mims	

Ett, Joanie M

From: Pearson, RaeAnne M
Sent: Tuesday, October 17, 2017 1:42 PM
To: Harmon, Camille; OSPIE
Subject: RE: EPC Approved Program Proposals for UGC Review

Dear Camille Harmon,

Thank you for your email regarding the proposed program change(s) to **English, Minor(23.0101)**.

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

1. **Next steps for SACSCOC:** None required
2. **Verification that PIE has reviewed the proposal:** Based on the proposal documentation presented and Substantive Change Checklist, the proposed program changes (refer to list below) are not substantive changes as defined by University or SACSCOC, the university's regional accreditor. Therefore, no additional information is required by the Office of Strategic Planning & Institutional Effectiveness at this time. The proposed program change(s) may move forward in accordance with college and university-level approval processes.

List of Proposed Change(s):

- Clarifying that students who minor in both English and Creative Writing may only count 3 credit hours of ENG prefix coursework towards both minors.

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

RaeAnne Pearson, PhD

Office of Strategic Planning & Institutional Effectiveness

University of Kentucky

Phone: 859-218-4009

Fax: 859-323-8688

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

see blue.

From: Harmon, Camille
Sent: Tuesday, October 17, 2017 1:19 PM
To: Pearson, RaeAnne M; OSPIE
Subject: FW: EPC Approved Program Proposals for UGC Review

Good Afternoon RaeAnne,

Attached is a program change and two minor changes that I sent to Annie. I have not received approval for these changes.

Also, should I have been sending these requests to you? I apologize if I was sending them to the wrong person.

Thank you for all of your help.

Camille Harmon

Dean's Office Administrative Assistant
College of Arts and Sciences
University of Kentucky
202 Patterson Office Tower
859-257-3966

From: Harmon, Camille

Sent: Friday, September 22, 2017 9:46 AM

To: Ett, Joanie M <joanie.ett-mims@uky.edu>

Cc: Weber, Ann D <ann.weber@uky.edu>; Institutional Effectiveness <InstitutionalEffectiveness@uky.edu>

Subject: EPC Approved Program Proposals for UGC Review

Good Morning Joanie,

Attached are three EPC approved program changes that should be ready for UGC review. The substantive change form is included in each proposal. I am copying Annie Weber, as this information was sent to her on Monday, September 18, 2017. We have not received confirmation from her office that these changes do not constitute substantive changes.

- 1) ENG Undergraduate Program Change- They are changing the name of the Imaginative Writing track to Creative Writing. They are also changing the bulletin language associated with the ENG 507 requirement. 6 credit hours of ENG 507 will count towards the Creative Writing track under different subtitles, **but within the same genre**.
- 2) ENG Minor in English- They are clarifying how many ENG prefix courses can count towards both the minor in English and the minor in creative writing.
- 3) ENG Minor in Creative Writing- They are clarifying how many ENG prefix courses can count towards both the minor in English and the minor in creative writing.

Please let me know if you have any questions, or if I can provide any further information.

Thank you,

Camille Harmon

Dean's Office Administrative Assistant
College of Arts and Sciences
University of Kentucky
202 Patterson Office Tower
859-257-3966

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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: Minor in English

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): 23.0101

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): Clarifying the amount of ENG prefix coursework that can count towards both the minor in English and the minor in Creative Writing.

Total number of Credit hours for:

<u>New or Proposed</u> Degree/Non-Degree/Certificate: _____	<u>Existing</u> Degree/Non-Degree/Certificate: <u>19</u>
<u>New or Proposed</u> Program Major: _____	<u>Existing</u> Program Major: <u>No change</u>
<u>New or Proposed</u> Program Option: _____	<u>Existing</u> Program Option: <u>No change</u>
(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: College of Arts and Sciences

College/Department/Educational Unit Contact: Department of English

Date Form Completed: 9/18/17

	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 <u>are new</u> .	<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 <u>are new</u> .	<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?</u> (if yes, answer the following)	<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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	
14	The proposed or existing program will be initiated <u>at a new off-Grounds site?</u> (if yes, answer the following)	<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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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"/>		



Jeffory A. Clymer, Chair
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May 9, 2017

To: Arts & Sciences EPC
From: Jeff Clymer, Chair of English

This memo affirms the Department of English faculty's support, and my support as Chair, for the following curricular change, as described in the attached proposals:

Changes to the Minor in English and the Minor in Creative Writing: We would like to clarify how many credit hours a student can count towards both the Minor in English and the Minor in Creative Writing. We propose adding the following language 'Students pursuing both the Minor in English and the Minor in Creative Writing may only count 3 credit hours on ENG prefix coursework towards both minors.

The proposal to change the Minor in English and the Minor in Creative Writing were discussed at the March 29, 2017 Department of English faculty meeting. The proposal passed 22-0-2

Changes to the English undergraduate degree program's Imaginative Writing Option: We would like to change the name of our Imaginative Writing Option to Creative Writing Option. This change simply brings us in line with our benchmarks and the common discourse of the field. We will submit course changes for all courses that use 'Imaginative Writing' in the title to change the title to 'Creative writing.

The proposal to change the Change the name of the Imaginative Writing Option to the Creative Writing Option was discussed at the February 3, 2016 Department of English faculty meeting. The proposal passed 29-0

We would like to clarify that students should complete 6 credit hours of ENG 507 under different subtitles, BUT within the same genre.

The proposal to change the Change the requirement for students to complete 6 credit hours of ENG 507 under different subtitles to ENG 507 under different subtitle, but within the same genre was discussed at the February 3, 2016 Department of English faculty meeting. The proposal passed 29-0

September 22, 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 English 9:0:0 on Tuesday, September 19, 2017.

Sincerely,



Rynetta Davis
Chair, Education Policy Committee