

2021 - 2022

# Undergraduate Council Committee Handbook



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# Review Criteria of the Undergraduate Council

January 2013

The primary concern of the Undergraduate Council (UC) is to function in the best interest of undergraduate students at the University of Kentucky. Undergraduate Council is charged with evaluating the “*academic merit*” of proposed educational activities such as new degree programs. The UC also provides inquiry or advisory commentary relevant to all issues and the resources (faculty, administrative time and oversight) deemed necessary for evaluation of educational activity proposals in relation to academic merit.

Undergraduate Council activities include:

- Employing the rules and regulations of the University Senate relevant to educational programming during the review of proposals concerning undergraduate curricula and new/revised degree programs (specifically SR 3.2.3.B.2).
- Reviewing degree proposals and related course proposals for duplication and overlap with existing courses, degrees, etc.
- Reviewing the completeness of submitted proposal materials required for review.
- Assessing the academic merit of rationales for and conceptualizations of proposed new degree programs, certificates, or major program changes and the components of the new request.
- Reviewing 500 level courses to ensure compliance with requirements for undergraduate students enrolled in the course (e.g., presence of the undergraduate grading scale, differentiation of assignments between grad and undergraduate students or differentiated grading scales (e.g., interval of points required for an A, B, etc.)
- Reviewing the sample syllabi for measurable learning outcomes, correct course titles, course descriptions, and pre-requisites to ensure consistency with those proposed on form submissions and in congruence with Senate Rules and Regulations. (Note: Minor concerns are passed onto proposers as suggestions vs. holding up approval due to these items)
- Checking for possible adverse effects on students who are enrolled in programs undergoing change or in a major dependent on a course that is being revised or dropped, and reviewing the plans in place to address any identified effects.
- Evaluating proposed distance learning (DL) delivery of established face-to-face courses to assess if proposed DL delivery would provide students with a comparable experience without compromising the integrity of the course; ensuring that all required DL elements are clearly provided on submission materials and syllabi.
- Evaluating if proposed off-campus programs are academically comparable to their main campus counterparts.

## **Committee Information**

(from University Senate Rules 1.3.3)

A tenured faculty member well-versed in curricular matters shall be appointed by the Senate Council to chair the Undergraduate Council and report its recommendations to the Senate Council. [US: 11/13/2017]

### **1.3.3.1 Functions**

The Undergraduate Council's responsibilities relative to courses and programs shall be as follows:

#### **1.3.3.1.1 Course Procedures**

It shall consider all proposed new courses and changes in courses which may be used for credit toward an undergraduate degree. It shall forward to the Graduate Council recommendations on all courses numbered 500-599. [US: 10/11/99]

#### **1.3.3.1.2 Program Procedures**

It shall consider all proposed new undergraduate programs, changes in undergraduate programs, including degree titles, from all colleges offering an undergraduate degree. Further, it shall consider all changes in the University requirements. The Undergraduate Council shall recommend on all of the above to the Senate Council. (See SR 3.2.). In addition, it shall review all undergraduate programs.

#### **1.3.3.1.3 Review of Programs**

It shall review the summary reports of undergraduate program reviews prepared by the educational unit review committees. It shall participate directly in the review of undergraduate programs upon the request of the Provost. Following either such review, it may recommend appropriate action to maintain acceptable levels of academic quality to the Provost. Such a recommendation may include the suspension of a program to a maximum of five years and the lifting of such a suspension. All recommendations relating to imposing or lifting suspensions of programs are subject to approval by the Senate Council.

An undergraduate program, through its chair or other appropriate administrative officers, may appeal a decision to suspend the undergraduate program to the Provost, who shall then appoint a committee of faculty members, including a member of the Senate Council, to function as an Appeal Committee to review the case. The Committee shall limit its review to the materials submitted by the academic unit review committees, by the Undergraduate Council, and by the program making the appeal. The Provost shall discuss the recommendation of the Committee with the chair of the Senate Council and shall then recommend final action to the President. [US: 4/9/84]

Proposals to terminate undergraduate programs shall be initiated and processed as prescribed in SR 3.4.

#### **1.3.3.1.4 Off-campus Courses and Programs**

The Undergraduate Council shall review distance learning activities for quality and effectiveness, in keeping with Southern Association of Colleges and Schools (SACS) "substantive changes" criteria. [US: 4/12/99]

### **1.3.3.2 Composition**

The Undergraduate Council shall consist of fourteen (14) members. Nine of the members shall be regular full-time faculty members elected by and from the faculties of colleges, groups of colleges or parts of colleges as

follows: [US: 10/12/81; US:4/9/84; US: 4/14/86; US: 10/12/87]

- One member from the combined areas of Humanities area in the College of Arts and Sciences, the College of Fine Arts, and the Honors Program;
- One member from the combined areas of Biological and Physical Sciences in the College of Arts and Sciences;
- One member from the combined areas of the Social Sciences in the College of Arts and Sciences and the College of Communication and Information;
- One member from the College of Agriculture, Food and Environment;
- One member from the College of Education;
- One member from the College of Engineering;
- One member from the College of Business and Economics;
- One member from the College of Design and the College of Social Work; and
- One member from the College of Health Sciences, the College of Nursing, and the College of Pharmacy.

Of the five remaining members, one shall be a member of the University Faculty appointed by the Senate Council. Four members shall be appointed by the Chair of the Undergraduate Council with the advice and consent of the elected Undergraduate Council members. Of these four, two shall be members of the faculties of colleges eligible to have representation on the Undergraduate Council, and the remaining two shall be undergraduate students from eligible colleges. [US: 10/12/81; US: 4/9/84; US: 4/14/86; US: 10/12/87]

An *ex-officio*, non-voting member from the Registrar's Office selected by the Assistant Provost for Enrollment Management may attend. [US: 4/14/97]

**\*Please note: proposed revisions to the composition of the UGC are currently in-process, and the Senate Council has granted a temporary waiver of this rule to allow for five additional appointed positions (one-year terms) due to an increased workload.**

### **1.3.3.3 Election**

Members of faculties of those colleges listed above in SR 1.3.3.2 who are eligible to vote for and be elected to the University Senate shall be eligible to serve in and vote for all elected members of the Undergraduate Council. [US: 10/8/2001]

- \* Pursuant to Administrative Regulations on tenure-ineligible title series and on faculty members with certain administrative appointments, the following terms apply: (1) Tenured faculty employees who have been appointed to an administrative position at or above the level of department chair are not eligible to participate in the election of faculty representatives, or serve as the elected faculty representative, to faculty governance bodies above the college level (e.g., Board of Trustees, University Senate, Graduate Council, Undergraduate Council, and Health Care Colleges Council) (see HRPP 4.0; GR11.B.2.b.(2)); (2) Regular, full-time faculty employees in a tenure-ineligible series are not eligible for regularly assigned university-level service activities, except that

the tenured/tenure-track faculty of a college may allow a tenure-ineligible series to be eligible to vote for representation, and stand for election, specifically to the University Senate, by extending College Faculty membership to that faculty series (to be documented in the College Rules; see AR 2.5, AR 2.6, AR 2.9 for more details). [SREC: 4/15/2011]

A secret ballot election for membership on the Undergraduate Council shall take place during the spring term and the newly elected members shall assume their seats on August 16 of the same year. [US: 10/12/87; US: 1/18/88; US: 4/23/2001]

The Undergraduate Council chair shall be responsible for administering the elections. That person will prepare lists of members of college faculties eligible to vote and serve. Each college or group of colleges in which there is an election to be held will be notified and have nominations solicited from the members of the college faculties by a process designed to give adequate notice of the election. It will particularly solicit nominations from department Chairs and Directors of Undergraduate Studies. The Undergraduate Council chair will ascertain the willingness of the nominees to serve and will conduct the election by a process designed to inform voters of the qualifications of those nominated. The person receiving the highest number of votes for a given vacancy will be elected. Ties will be decided by lot. [US: 10/8/2001; US: 11/13/2017]

#### **1.3.3.4 Terms and Vacancies**

Elected faculty Undergraduate Council members will serve three-year staggered terms expiring on August 15 [US: 4/23/2001], and shall be ineligible to succeed themselves until a lapse of one year occurs, except that where they have served one year or less as a replacement, they shall be eligible to be elected. Student members shall serve one year and are eligible for reappointment.

When a member or an alternate becomes unable or ineligible to serve (i.e., resignation, leave of absence, assumption of administrative title, loss of status as a faculty employee) a vacancy is declared. A vacancy in the first year of a term on the elected membership of the Undergraduate Council shall be filled by appointment by the Undergraduate Council Chair of the eligible nominee who received the highest number of votes without being elected in the election in which the vacating member was elected. If that person declines, the next eligible nominee shall be appointed, and so on. A vacancy following the first year of a term (or in the first year if the list of nominees is exhausted) shall be filled by the Undergraduate Council Chair appointing an eligible member of the unit's faculty. The term of appointment shall be for the remainder of the unexpired term or for the duration of the ineligibility of the elected member. [US: 4/10/89]

## Committee Roster

Name	Title	Department/College/Unit	Representation	Term	Email
<b>Ray Archer</b>	Senior Lecturer	Psychology	A&S (Social Sciences) and College of Communication and Information	2023	crayarcher@uky.edu
<b>Art Cammers</b>	Associate Professor	Chemistry	College of A&S (Biological & Physical Sciences)	2022	a.cammers@uky.edu
<b>Troy Cooper</b>	Assistant Professor	Information Science	Faculty Appointment	2022	troy.cooper@uky.edu
<b>Becky Davis</b>	Senior Lecturer	Management	College of B & E	2023	rebecca.davis2@uky.edu
<b>Angus Eade</b>	Assistant Professor	Architecture	Colleges of Design and Social Work	2022	angus.eade@uky.edu
<b>Sarah Kercksmar</b>	Assistant Professor	Health & Clinical Sciences	Colleges of Health Sciences, Nursing, and Pharmacy	2022	sarah.kercksmar@uky.edu
<b>Diane Loeffler</b>	Senior Lecturer	Social Work	Faculty Appointment	2022	diane.loeffler@uky.edu
<b>James Lump</b>	Professor	Electrical and Computer Engineering	College of Engineering	2023	jel@uky.edu
<b>Dan Morey</b>	Associate Professor	Political Science	Faculty Appointment	2022	daniel-morey@uky.edu
<b>Jackie Murray</b>	Associate Professor	Modern & Classical Lang, Lit & Cultures	Faculty Appointment	2022	jmu245@uky.edu
<b>Justin Nichols</b>	Assistant Professor	Kinesiology & Health Promotion	College of Education	2022	Justin.nichols2@uky.edu
<b>Laura Schrader</b>	Senior Lecturer	Nursing Instruction	Faculty Appointment	2022	laura.schrader@uky.edu
<b>Dima Strakovsky</b>	Associate Professor	Art Intermedia	College of A&S (Humanities), Fine Arts, Honors College	2024	dmitry.strakovsky@uky.edu
<b>Kristine Urschel</b>	Associate Professor	Animal and Food Sciences	College of Agriculture, Food and Environment	2024	klurschel@uky.edu
<b>Eric Welch</b>	Senior Lecturer	Lewis Honors College	Faculty Appointment	2022	eric.welch@uky.edu
<b>Corrine Williams</b>	Associate Professor	Health, Behavior & Society	Chair		corrine.williams@uky.edu

			Student Appointment	2022	
			Student Appointment	2022	
			Senate Council Appointment	2022	
<b>*Casey Shadix</b>	Director	College of Health Sciences	Advising Network	2022	casey.shadix@uky.edu
<b>*Nathan Congleton</b>	Associate Registrar	University Registrar			nathan.congleton@uky.edu

\*ex-officio, non-voting member



## UGC Course/Program Review Process

Documentation for program or course is submitted in Curriculog by department/college

Following college approval, submission routes to UGC for review

UGC support staff reviews materials for completeness and routes to three (3) committee members for review

When appropriate, proposal is added to the UGC agenda (contact Joanie Ett-Mims)

Reviewers present proposal to UGC

If rejected, discussion is summarized and proposal is returned for revision

If approved, proposal is forwarded to Senate

### Institutional Course Routing

#### **1. Courses within the 100–499 series (except 400G to 499G – see #2):**

- a. HCCC (if applicable)
- b. Undergraduate Council
- c. 10-day web transmittal for Senate Council and Senate approval
- d. Registrar

#### **2. Courses within the 400G-499G series:**

- a. HCCC (if necessary)
- b. Graduate Council
- c. Undergraduate Council
- d. 10-day web transmittal for Senate Council and Senate approval
- e. Registrar

#### **3. Courses within the 500–599 series:**

- a. HCCC (if necessary)
- b. Undergraduate Council
- c. Graduate Council
- d. 10-day web transmittal for Senate Council and Senate approval
- e. Registrar

#### **(1) Primary Reviewer**

Responsible for a detailed review of the proposal, for communicating with the proposer throughout the review process, and for presenting the proposal at a UGC meeting.

#### **(2) Secondary Reviewer**

Responsible for the second level of review after initial revisions have been made, and for discussing any questions or concerns with the Primary Reviewer.

#### **(3) Tertiary Reviewer**

Responsible for a final review once the proposal is included on a UGC meeting agenda, and for discussing any questions or concerns with the Primary Reviewer.

## Links to Additional Information

### Undergraduate Council Teams

[Teams Current Assignments tab](#)

### Curriculog (Curriculum Management System)

<https://uky.curriculog.com/>

### Curriculog “How-To” Instructions

<http://www.uky.edu/universitysenate/curriculog>

### Sample Syllabus Template

<https://www.uky.edu/universitysenate/syllabus-template>

### Undergraduate Council Website

<https://www.uky.edu/universitysenate/undergraduate-council>

### University Senate Rules

<https://www.uky.edu/universitysenate/rules-regulations>

### Student Credit Hour Definition

<http://www.uky.edu/universitysenate/sites/www.uky.edu.universitysenate/files/Credit%20hour%20grid%20proposal%20May%202017%20US.pdf>

### New Undergraduate Degree Programs

<http://www.uky.edu/universitysenate/new-undergraduate-degree-program-help>

### Undergraduate Certificates

<http://www.uky.edu/universitysenate/undergraduate-certificates>

### Current Major & Minor Sheets

<https://www.uky.edu/registrar/https%3A//www.uky.edu/registrar/2021-22-major-sheets>

### Registrar

<http://www.uky.edu/registrar/>

### University Senate

<http://www.uky.edu/universitysenate>

### University Senate Academic Approval Routing

[http://www.uky.edu/universitysenate/sites/www.uky.edu.universitysenate/files/Files/Forms/Academic%20Approval%20Procedures\\_rev.pdf](http://www.uky.edu/universitysenate/sites/www.uky.edu.universitysenate/files/Files/Forms/Academic%20Approval%20Procedures_rev.pdf)

### Academic Ombud

<http://www.uky.edu/Ombud>

### Curricular Deadlines for the 2021-2022 Academic Year

<https://www.uky.edu/universitysenate/curricular-deadlines-2021-22-academic-year>