

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 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 : | Agriculture, Food, and Environment | Department ² : | Dietetics and Human Nutrition |
| 1c | CIP code ³ : | 19.0504 | Today's Date: | 01-27-17 |
| 1d | Current major name: (Biology, Design, etc.) | Human Nutrition | 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: | | | |
| 1h | Date of most recent periodic program review for this degree: | 10-31-16 | | |
| 1i | Requested effective date: | <input type="checkbox"/> Fall semester following approval. | OR | <input checked="" type="checkbox"/> Specific Date ⁴ : Fall 2017 |

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.

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

| | | | | |
|----|----------------------|------------------|----------------|-----------------------------------|
| 1j | Contact person name: | Tammy Stephenson | Phone / Email: | 7-2353 / Tammy.Stephenson@uky.edu |
|----|----------------------|------------------|----------------|-----------------------------------|

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 (latest IAP submitted by October 31, 2016), the Department of Dietetics and Human Nutrition is requesting that:</p> <ol style="list-style-type: none"> 1. 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 so there will be no change in the credit hours required based on this change. 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; 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. This proposed change is a result of program evaluation and review over the past five years. 2. 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. 3. 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. 4. Add GEN 100: Issues in Ag, Food, and Environment to align with College requirement 5. One additional credit hour of free electives (for a total of 4 hours of free elective) be added. |

| | | | |
|-------|---|---------------------|-----------------|
| 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: | 48-49 | <i>same</i> |
| ii. | Credit Hours of Preprofessional Courses: | | <i>same</i> |
| iii. | Credit Hours of Major Core Course Requirements | 32-33 | <i>same</i> |
| iv. | Minimum Credit Hours of Guided Electives: | 18 | 18 |
| v. | Minimum Credit Hours of Free Electives: | 3 | 4 |
| 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: 34-35 | 36-37 |

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| | | | |
|--|------------|-------|--------------|
| | 200-level: | 28 | <i>same</i> |
| | 300-level: | 14-18 | <i>14-18</i> |
| | 400-level: | 11-14 | <i>8-11</i> |
| | 500-level: | 3 | <i>same</i> |

| | | | |
|--|--|------------|--------------------|
| | TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: | <u>120</u> | <u><i>same</i></u> |
|--|--|------------|--------------------|

xv. If the total hours required for graduation have changed, explain below. (150 word limit)
N/A

2c Will the requested change(s) result in the use of courses from another educational unit? Yes No

If "Yes," describe generally the courses and how they will used.

GEN 100, taught by the College of Agriculture, Food and Environment, will be added to align with the College requirement. Letter of support attached.

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 appropriate chair/director⁵ of each unit 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 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 No

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 No

If "Yes," describe generally the courses and how they will used.

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 | Current | Proposed | Proposed Credits |
|--------------|---------|---------|----------|------------------|
|--------------|---------|---------|----------|------------------|

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.

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.

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| | Course | Credits | Course | |
|--|---|-------------|---|--|
| 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 | | | <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 <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 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. | | | |

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.

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"/> |
|----|---|------------------------------|--|

| | | | |
|----------------|---|-----------------|--|
| <i>Current</i> | | <i>Proposed</i> | |
| | <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 |
|---------------|------------|-------|---------------|------------|-------|----------------------------|
| | | | | | | No Change |
| | | | | | | 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. Utilize standard College language. | | | |

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| 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"/> |
|----|--|------------------------------|--|

| <i>Current</i> | | <i>Proposed</i> | | | | |
|----------------|------------|-----------------|---------------|------------|-------|----------------------------|
| Prefix & Nmbr | Credit Hrs | Title | Prefix & Nmbr | Credit Hrs | Title | Course Status ⁹ |
| | | | | | | Select one.... |
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| 5d | Provide the Bulletin language about pre-major or pre-professional courses below. |
| | |

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| 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. | | | |

| <i>Current</i> | | <i>Proposed</i> | | | | |
|----------------|------------|----------------------------------|---------------|------------|---------------------------------------|-----------------------------|
| Prefix & Nmbr | Credit Hrs | Title | Prefix & Nmbr | Credit Hrs | Title | Course Status ¹⁰ |
| DHN 403 | 3 | Community Nutrition and Wellness | DHN 313 | 3 | Life Cycle and Community Nutrition II | New |

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.

¹⁰ 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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| 5f | Provide the Bulletin language for major core course requirements. |
| | N/A |

| | | | |
|----|---|------------------------------|--|
| 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 type="checkbox"/> | No <input checked="" type="checkbox"/> |
|----|---|------------------------------|--|

| Current | | | Proposed | | | |
|---------------|------------|-------|---------------|------------|-------|-----------------------------|
| Prefix & Nmbr | Credit Hrs | Title | Prefix & Nmbr | Credit Hrs | Title | Course Status ¹¹ |
| | | | | | | Select one.... |
| | | | | | | Select one.... |
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| | |
|----|---|
| 5h | Provide the Bulletin language for guided electives. |
| | |

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| 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 checked="" type="checkbox"/> | No <input type="checkbox"/> |
| | The credit hours of required free electives will increase from 3 credit hours to 4 credit hours. | | |

| | | | |
|----|---|------------------------------|--|
| 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 HERE for a template. Append a PDF for each affected track to the end of | | |

¹¹ 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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| 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") | UK Core CIS/WRD 110 -3 GEN 100-3 CHE 105-4 CHE 111-1 BIO 148-3 Total: 14 | YEAR 1 – SPRING: | <i>UK Core CIS/WRD 111 -3 CHE 107-3 CHE 113-2 BIO 152-3 BIO 155-1 PSY 100-4 CHE 197(opt)-1 Total: 16-17</i> |
| YEAR 2 - FALL : | CHE 230-3 CHE 231-1 BIO 208-3 MA 123 or 113-4 DHN 212-3 DHN 241-1 Total: 15 | YEAR 2 – SPRING: | <i>CHE 232-3 CHE 233-1 DHN 302-3 STA 296-3 PGY 206-3 UK Core Arts & Creativity-3 Total: 16</i> |
| YEAR 3 - FALL: | DHN 311-3 DHN 312-3 UK Core Global Dyn-3 UK Core Humanities-3 Prof Support Electives-3 Total: 15 | YEAR 3 - SPRING: | <i>DHN 313-3 DHN 315-3 DHN 510-3 ANA 209-3 Prof Support Electives-3 Total: 15</i> |
| YEAR 4 - FALL: | DHN 304-3 DHN474-3 PHI 305-3 Prof Support Electives-6 Total: 15 | YEAR 4 - SPRING: | <i>DHN 318-3 DHN 408g-1 DHN 475 (GCCR)-3 Prof Support Electives-6 Free Electives-* Total: 16</i> |

7. Approvals/Reviews

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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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. Grady 7-13468 lgrady@uky.edu |
| | | | | / / |
| | | | | / / |
| 7b | (Collaborating and/or Affected Units) | | | |
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| 7c | (Senate Academic Council) | | Date Approved | Contact Person Name |
| | | Health Care Colleges Council (if applicable) | | |
| | | Undergraduate Council | 4/4/17 | Joanie Ett-Mims |

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.