

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 : College of Communication and Information		
1b	Home educational unit (department or school) ¹ : School of Information Science		
1c	Current minor name: Information Studies	<i>Proposed minor name:</i>	
1d	CIP Code ² : 25.01010	Today's Date: 8/24/2018	
1e	Is there an accrediting agency related to this minor?		Yes <input type="checkbox"/>
	If "Yes," name:		No <input checked="" type="checkbox"/>
1f	Requested effective date: <input type="checkbox"/> Fall semester following approval.	OR	<input checked="" type="checkbox"/> Specific Date ³ : <i>Fall 2019</i>
1g	Contact person name: Will Buntin	Email: will.buntin@uky.edu	Phone: 7-3317
2. OVERVIEW OF CHANGES			
2a	Describe the rationale for the changes. (450 word limit)		
	We are adding new courses to the list of approved electives for the minor.		
2b	Will the requested changes result in the use of courses from another unit?		Yes <input type="checkbox"/>
	If "Yes," describe generally the courses and how they will used.		No <input checked="" type="checkbox"/>
	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.		
	<input 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 <https://www.uky.edu/universitysenate/forms> and look for the heading, "Forms Related to Academic Organizational Structure."

² The CIP code is provided by Institutional Effectiveness. You can reach Institutional Effectiveness by phone or email (257-1962 or OSPIE@l.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.

CHANGE MINOR

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

Current:	Proposed:
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3. COURSE-RELATED CHANGES

3a	Will the minor’s prerequisites change?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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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)
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3c	Will the minor’s required courses change?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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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”).

CHANGE MINOR

						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
			ICT 311	3	Introduction to Information Science	New
			ICT 320	3	Information Architecture	New
			ICT 325	3	Multimedia and Technology	New
IS 303	3	Systems Analysis	IS 303	3	Systems Analysis	Select one....
IS 326	3	Electronic Information	IS 326	3	Electronic Information	Select one....
IS 327	3	Consumer Health Info	IS 327	3	Consumer Health	Select one....
IS 402	3	Competitive Intelligence	IS 402	3	Competitive Intelligence	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)
 There is no narrative other than listing the approved courses.

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.

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

CHANGE MINOR

	Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email
5a	(Within College)		
	School of Information Science	8/24/2018	Dr. Jeffrey Huber / 7-2334 / jeffrey.huber@uky.edu
	College of CI	11/2/2018	Dean Derek Lane / 8-0290 / derek.lane@uky.edu
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			/ /
5b	(Collaborating and/or Affected Units)		
			/ /
			/ /
			/ /
			/ /
			/ /
5c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)		
	Undergraduate Council	1/29/19	Joanie Ett-Mims

The Academic Minor

Many departments have designed academic minors for the convenience of undergraduate students.

A minor is a structured group of courses that leads to considerable knowledge and understanding of a subject, although with less depth than a major. Some employers consider minors desirable, and the corresponding major requirements at the University may stipulate a minor. Some students choose to complement their major program with a minor in a related field or even in an entirely different field of interest. Students interested in pursuing an academic minor should contact their college dean's office and the department responsible for the minor program for guidance and advising.

Please note that undergraduate students can only complete a minor *in addition to* and as a *complement to* a major. The University does not award stand-alone minors.

Minor in Information Studies

The minor in Information Studies requires 18 hours of course work including the following:

IS 200 Information Literacy and Critical Thinking	3
ICT 201 Personal Knowledge Management	3
IS 202 Technologies for Information Services	3

Minor Electives

Choose **three** courses in conjunction with your advisor:

IS 303 Systems Analysis	3
IS 326 Electronic Information Resources for Health Professionals	3
IS 327 Consumer Health Information Seeking	3
IS 402 Competitive Intelligence	3

Subject: RE: Undergraduate council review of ICT proposals
Date: Monday, January 14, 2019 at 10:16:40 AM Eastern Standard Time
From: Huber, Jeff
To: Buntin, Will, Stephenson, Tammy
Attachments: image001.png, image002.png

Hi Tammy,

Please see below:

The ICT faculty met on January 11, 2019 for their regular faculty meeting. The motion was made to approve adding the courses below to the information studies minor:

ICT 311 Introduction to Information Science
ICT 320 Information Architecture
ICT 325 Multimedia and Technology

The motion passed, unanimously, with a vote of 7-0.

Thanks,
Jeff Huber

From: Buntin, Will [mailto:will.buntin@uky.edu]
Sent: Monday, January 14, 2019 10:13 AM
To: Huber, Jeff <jeffrey.huber@uky.edu>
Subject: Fwd: Undergraduate council review of ICT proposals

----- Forwarded message -----

From: **Stephenson, Tammy** <tammy.stephenson@uky.edu>
Date: Sat, Jan 12, 2019 at 6:18 PM
Subject: Re: Undergraduate council review of ICT proposals
To: Buntin, Will <will.buntin@uky.edu>
Cc: Cooper, Troy <troy.cooper@uky.edu>

Hi Will – Yes, we do need to include those minutes as part of the proposal as well. Do you have a PDF from the faculty meeting yesterday showing that vote on the courses for the minor? We either need those minutes or an email from the Department Chair identifying the motion and vote. The Senate is now requiring numbers with that “unanimous” vote so we would need that as part of the minutes/email as well. Thanks for getting that vote – with those minutes/email, we can get the minor proposal moving forward to the next level of approval. Thanks, Tammy



Tammy J. Stephenson, PhD, FAND
Faculty & Director of Undergraduate Studies
Department of Dietetics and Human Nutrition
University of Kentucky
203 Funkhouser Building, Lexington, KY 40506-0054
(859) 257-2353