

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 :	08.05.16		
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.			
1b	College ² :	Design	Department ² :	School of Interiors: Planning/Strategy/Design
1c	CIP code ³ :	50.0408	Today's Date:	08.05.16
1d	Current major name: (Biology, Design, etc.)	Interiors: Planning/Strategy/Design	Proposed major name:	<i>Interiors: Planning/Strategy/Design</i>
1e	Current Degree (BA, BFA, etc.):	BA	Proposed degree:	BFA
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:	Council for Interior Design Accreditation		
1h	Date of most recent periodic program review for this degree:	02.2015		

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 checked="" type="checkbox"/> Fall semester following approval.	OR	<input type="checkbox"/> Specific Date ⁴ : <i>Fall 20</i>
1j	Contact person name:	Patrick Lee Lucas	Phone / Email:	257-4853 / patrickleelucas@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)			
	In the previous curriculum for the school approved in 2010, University policy prevented ID 161 from being listed as a major requirement and in the old general studies requirements. Under the UK Core ID 161 can be listed as both a major requirement and humanities core requirement. This change only impacts the credit hours (81 to 84) required in the major but not the total number of credit hours (132) required for graduation. Because the students earn 40 hours in studio of the required 84 hours in the program, the faculty believe that the BFA degree more appropriately describes the studio intensity.			
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:	n/a	n/a	
ii.	Credit Hours of Preprofessional Courses:	n/a	n/a	
iii.	Credit Hours of Major Core Course Requirements	81	84	
iv.	Minimum Credit Hours of Guided Electives:	18	18	
v.	Minimum Credit Hours of Free Electives:	3	3	
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:	18	21	
	200-level:	22	22	
	300-level:	25	25	
	400-level:	16	16	
	500-level:	0	0	
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:	<u>132</u>	<u>132</u>	
xv.	If the total hours required for graduation have changed, explain below. (150 word limit)			
2c	Will the requested change(s) result in the use of courses from another educational unit?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," describe generally the courses and how they will used.			

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

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 <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.			

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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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			<i>ID 161</i>	<i>3</i>
Social Sciences				
Natural/Physical/Mathematical				
II. Composition and Communication				
Composition and Communication I	CIS/WRD 110	3	<i>CIS/WRD 110</i>	<i>3</i>
Composition and Communication II	CIS/WRD 111	3	<i>CIS/WRD 111</i>	<i>3</i>
III. Quantitative Reasoning				
Quantitative Foundations				
Statistical Inferential Reasoning				
IV. Citizenship (one course in each area)				
Community, Culture & Citizenship in USA				

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.

	Global Dynamics					
Total UK Core Hours		=====	=====			
3b	Provide the Bulletin language about UK Core.					
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.					
	<i>Current</i>	<i>Proposed</i>				
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"/>		
	<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
						Select one....
						Select one....
						Select one....
5b	Will the existing language in the Bulletin about college-level requirements change?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	If "Yes," provide the new language 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.

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").

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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"/>
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Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ⁹
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

5d	Provide the Bulletin language about pre-major or pre-professional courses below.

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 type="checkbox"/>	No <input checked="" type="checkbox"/>
	If “Yes,” note the specific changes in the grid below.		

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ¹⁰
ID 101	1	Intro to Interiors I	ID 101	1	Intro to Interiors I	No Change
ID 102	1	Intro to Interiors II	ID 102	1	Intro to Interiors II	No Change
ID 121	5	Interiors Foundation Studio I	ID 121	5	Interiors Foundation Studio I	No Change
ID 122	5	Interiors Foundation Studio II	ID 122	5	Interiors Foundation Studio II	No Change
			ID 161	3	Hist/Theory of Int.Env I	No Change
ID 162	3	Hist/Theory of Int.Env II	ID 162	3	Hist/Theory of Int.Env II	No Change
ID 221	5	Interiors Studio I	ID 221	5	Interiors Studio I	No Change
ID 222	5	Interiors Studio II	ID 222	5	Interiors Studio II	No Change
ID 234	3	Environmental Theory	ID 234	3	Environmental Theory	No Change
ID 263	3	Digital Media	ID 263	3	Digital Media	No Change
ID 264	3	Colory Theory	ID 264	3	Color Theory	No Change
ID 275	3	Interior Construction Systems	ID 275	3	Interior Construction Systems	No Change
ID 321	5	Interiors Studio III	ID 321	5	Interiors Studio III	No Change
ID 322	5	Interiors Studio IV	ID 322	5	Interiors Studio IV	No Change
ID 346	3	Professional Prac. Prep	ID 346	3	Professional Prac. Prep	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.

Continuation of 5.e above - these are current core course requirements, and are proposed to remain as requirements.

ID 364	3	Interior Environmental Control Systems	No change
ID 365	3	Interior Finish Materials	No change
ID 366	3	Lighting Design and Theory	No change
ID 375	3	Int Material & Construction: detailing	No change
ID 421	5	Interiors Studio V	No change
ID 422	5	Interiors Senior Thesis	No change
ID 466	3	Interiors Professional Practice	No change

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5f	Provide the Bulletin language for major core course requirements.						
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"/>
<i>Current</i>			<i>Proposed</i>				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ¹¹	
						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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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 this form.							
Track Name:				<input type="checkbox"/> New Track	<input type="checkbox"/> Changed Track	<input type="checkbox"/> Deleted Track	
<i>Current</i>			<i>Proposed</i>				
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.						

¹¹ Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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

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”)	ID 101:1 credit ID 121:5 credits ID 161(UK Core Hum.):3 credits UK Core (comm1):3 credits UK Core (creativity and arts):3 credits	YEAR 1 – SPRING:	<i>ID 122:5 credits ID 162:3 credits UK core (natural):3 credits UK core (global) : 3 credits UK core (social sci) : 3 credits</i>
YEAR 2 - FALL :	ID 102:1 credit ID 221:5 credit ID 263:3 credits ID 275:3 credits UK core (comm 2):3 credits	YEAR 2 – SPRING:	<i>ID 222:5 credits ID 234:3 credits ID 264:3 credits ID 364:3 credits ARC 111:3 credits</i>
YEAR 3 - FALL:	ID 321:5 credits ID 346:3 credits ID 365:3 credits UK core (quant): 3 credits Prof.support:3 credits	YEAR 3 - SPRING:	<i>ID 322:5credits ID 366:3 credits ID 375:3 credits Prof.support:6 credits</i>
YEAR 4 - FALL:	ID 421:5 credits ID 466:3 credits UK Core(citizen):3 credits Prof.support:3 credits Art History: 3 credits	YEAR 4 - SPRING:	<i>ID 422:5 credits Prof.support: 6 credits Elective: 3 credits UK Core(stat):3 credits</i>

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)		
	School of Interiors Faculty		Patrick Lee Lucas / 7-4853 / patrickleelucas@uky.edu
	College Curriculum Committee		Lindsey Fay / 7-2286 / lindsey.fay@uky.edu
	Dean Mitzi Vernon		Mitzi Vernon / 7-7619 / vernon@uky.edu
			/ /
7b	(Collaborating and/or Affected Units)		
	Jeffrey Johnson		Jeffrey Johnson / 7-0344 / jeffrey.r.johnson@uky.edu
			/ /
			/ /
			/ /

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			/ /
7c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)		
	Undergraduate Council	2/7/17	Joanie Ett-Mims

From: Alexander-Snow, Mia mia.alexander-snow@uky.edu 
Subject: RE: SACSOC Sub Change--Office of Institutional Effectiveness Reply
Date: September 6, 2016 at 10:25 AM
To: Brewer, Sabrina N sabrina.brewer@uky.edu
Cc: Lucas, Patrick Lee patrickleelucas@uky.edu



Dear Sabrina:

Thank you for the additional information requested regarding the proposed changes for the **Bachelors, Interior Design (50.0408)**.

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

- 1. Verification that PIE has reviewed the proposal:** The proposed program change(s) (refer to list below) may move forward in accordance with college and university-level approval processes.
List of Proposed Program Change(s):
 - 1.) Change degree designation from BA to BFA to appropriately describes the studio intensity
 - 2.) Require the 3 credit hour UK Core ID 161 for the major
 - 3.) Change Credit Hours of Major Core Course Requirements from 81 to 84 hours to reflect the new UK Core ID 161 major requirement
- 2. Next steps for SACSCOC:** Non required-- Based on the proposal documentation presented, the proposed program changes are not substantive changes as defined by SACSCOC, the university's regional accreditor. Therefore, no additional information is required by the Office of Planning & Institutional Effectiveness at this time.

Mia Alexander-Snow, PhD
Director, Planning and Institutional Effectiveness
Phone: 859-257-2873
Fax: 859-323-8688

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The University of Kentucky

From: Brewer, Sabrina N
Sent: Wednesday, August 24, 2016 11:43 AM
To: Alexander-Snow, Mia
Subject: Re: SACSOC Sub Change