

# APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR and MINOR

1. Submitted by the College of Communications & Info. Studies Date: June 9, 2008  
 Department/Division offering course: Sch. of Library and Information Science

2. What type of change is being proposed?  Major  Minor\*  
 \*See the description at the end of this form regarding what constitutes a minor change. Minor changes are sent directly from the dean of the college to the Chair of the Senate Council.

If the Senate Council chair deems the change not to be minor, the form will be sent to the appropriate Council for normal processing and an email notification will be sent to the contact person.

### PROPOSED CHANGES

Please complete all "Current" fields.

Fill out the "Proposed" field only for items being changed. Enter N/A if not changing.

Circle the number for each item(s) being changed. For example: (6)

3. Current prefix & number: LIS 602 Proposed prefix & number: same

(4) Current Title Information Storage and Retrieval  
 Proposed Title† Information Representation and Access

†If title is longer than 24 characters (including spaces), write a sensible title (24 characters or less) for use on transcripts:  
Info. Represent. & Access

5. Current number of credit hours: 3 Proposed number of credit hours: 3

6. Currently, is this course repeatable? YES  NO  If YES, current maximum credit hours: \_\_\_\_\_  
 Proposed to be repeatable? YES  NO  If YES, proposed maximum credit hours: \_\_\_\_\_

7. Current grading system:  Letter (A, B, C, etc.)  Pass/Fail  
 Proposed grading system:  Letter (A, B, C, etc.)  Pass/Fail

8. Courses must be described by at least one of the categories below. Include the number of actual contact hours per week for each category, as applicable.

Current:

( ) CLINICAL ( ) COLLOQUIUM ( ) DISCUSSION ( ) LABORATORY (3) LECTURE  
 ( ) INDEPEND. STUDY ( ) PRACTICUM ( ) RECITATION ( ) RESEARCH ( ) RESIDENCY  
 ( ) SEMINAR ( ) STUDIO ( ) OTHER - Please explain: \_\_\_\_\_

Proposed:

( ) CLINICAL ( ) COLLOQUIUM ( ) DISCUSSION ( ) LABORATORY (3) LECTURE  
 ( ) INDEPEND. STUDY ( ) PRACTICUM ( ) RECITATION ( ) RESEARCH ( ) RESIDENCY  
 ( ) SEMINAR ( ) STUDIO ( ) OTHER - Please explain: \_\_\_\_\_

9. Requested effective date (term/year): fall / 08

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10. Current teaching method:  N/A       Community-Based Experience       Service Learning Component       Both  
Proposed teaching method (if applicable):  Community-Based Experience       Service Learning Component       Both

11. Current cross-listing:  N/A      \_\_\_\_\_  
Prefix and Number      NAME of current cross-listing DEPARTMENT

a. Proposed - REMOVE the current cross-listing:

b. Proposed - ADD a cross-listing: \_\_\_\_\_  
Prefix and Number      Signature of chair of proposed cross-listing department

12. Current prerequisites:  
none

Proposed prerequisites:  
none

13. Current Bulletin description:  
An intro. to principles and practices of information analysis, organization, storage, retrieval, and dissemination. Examines the structure of bibliographic records, indexing process, indexing language, catalogs and files, storage media, retrieval strategies and information delivery systems

Proposed Bulletin description:  
An intro. to principles and practices of information analysis, description, access, control, and organization. Focuses on the representation of information through metadata records, indexes, and abstracts. Examines the operations, process, tools, and methods of describing and organizing information sources; application of standards of both name and subject access points; as well as information storage systems.

14. What has prompted this change?  
The need to eliminate duplication of content in 601 and 602 by re-distributing the content regarding information storage on the one hand and information retrieval on the other

15. If there are to be significant changes in the content or teaching objectives of this course, indicate changes:  
601 focuses on information retrieval  
602 focuses on information retrieval and metadata systems

16. Please list any other department that could be affected by the proposed change:

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17. Will changing this course change the degree requirements for ANY program on campus?  YES  NO  
 If YES<sup>†</sup>, list below the programs that require this course:

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<sup>†</sup> In order for the course change to be considered, program change form(s) for the programs above must also be submitted.

18. Is this course currently included in the University Studies Program?  Yes  No

19.  Check box if changed to 400G or 500. If changed to 400G- or 500-level, you must include a syllabus showing differentiation for undergraduate and graduate students by (i) requiring additional assignments by the graduate students; and/or (ii) the establishment of different grading criteria in the course for graduate students. (See SR 3.1.4)

20. Within the department, who should be contacted for further information on the proposed course change?  
 Name: Lois Mai Chan Phone: 7-5942 Email: loischan@uky.edu

21. Signatures to report approvals:

April 25/08 DATE of Approval by Department Faculty	Timothy W. Sineath printed name      Reported by Department Chair      signature
9/15/08 DATE of Approval by College Faculty	J. David Pomeroy printed name      Reported by College Dean      signature
*DATE of Approval by Undergraduate Council	/ printed name      Reported by Undergraduate Council Chair      signature
*DATE of Approval by Graduate Council	/ printed name      Reported by Graduate Council Chair      signature
*DATE of Approval by Health Care Colleges Council (HCCC)	/ printed name      Reported by Health Care Colleges Council Chair      signature
*DATE of Approval by Senate Council	Reported by Office of the Senate Council
*DATE of Approval by the University Senate	Reported by the Office of the Senate Council

\*If applicable, as provided by the *University Senate Rules*. (<http://www.uky.edu/USC/New/RulesandRegulationsMain.htm>)

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Excerpt from *University Senate Rules*:

- SR 3.3.0.G.2: **Definition.** A request may be considered a minor change if it meets one of the following criteria:
- a. change in number within the same hundred series;
  - b. editorial change in the course title or description which does not imply change in content or emphasis;
  - c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s);