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.			
☒ Courses	☐ Program name	☒ Total required credit hours	☐ Student learning outcomes
	☐ Criteria for admissions/progression/termination	☐ Certificate assessment	☐ Other

1. General Information					
1a	Date of contact with Institutional Effectiveness (IE)[1] :		3/23/2017		
	☒ Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.				
1b	College[2]:	Agriculture, Food & Environment	Department[2]:	Landscape Architecture	
1c	CIP code[3]:	04.0601	Today's Date:	4/13/2017	
1d	Current major name: (Biology, Design, etc.)	Landscape Architecture	*Proposed major name:*	*same*	
1e	Current Degree (BA, BFA, etc.):	BSLA	*Proposed degree:*	same	
1f	Will there be any changes regarding a track(s) for the program?			Yes ☐	No ☒
1g	Accrediting agency, if applicable:	Landscape Architectural Accreditation Board (LAAB)			
1h	Date of most recent periodic program review for this degree:		2015		
1i	Requested effective date:	☒ Fall semester following approval.	OR	☐ Specific Date[4]: *Fall 20*	

[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:	Brian Lee		Phone / Email:	257-7205 / blee@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*)

The total minimum credit hours (from 129 to 128) change request is to comply with Kentucky Revised Statute 164.2951 (attached). We are not able to meet the preferred 120 credit hour target because we are a professionally accredited program. The course being modified to meet the program change hours is the required course LA 399 Internship in Landscape Architecture, going from 3 to 2 credit hours.

The addition of the relatively new FOR/GEO 570 Landscape Ecology for Natural Resources as a selection option from a list of ecology-focused courses under guided electives (Specialty Support) required of all landscape architecture majors.

The addition of LA 531 Water in the Urbanizing Landscape has been added to the regular offerings of the department and will now be formally included as a selection option under Major requirements: Topical Studies (upper level major elective) which will make it easier for students to plan/take the course without additional paperwork for graduation.

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:		3	*3*
ii.	Credit Hours of Preprofessional Courses:		0	*0*
iii.	Credit Hours of Major Core Course Requirements		79	*78*
iv.	Minimum Credit Hours of Guided Electives:		3	*3*
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:	45	*45*
		200-level:	31	*31*
		300-level:	36	*35*
		400-level:	17	*17*
		500-level:	0	*0*
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:		129	128
xv.	If the total hours required for graduation have changed, explain below. (*150 word limit*)			
	The total minimum credit hours have been decreased by one credit hour by reducing the required LA 399 course by one credit.			

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.		
	FOR 570 Landscape Ecology for Natural Resources is being added to the list of selection options for an ecology-focused course to fulfill the guided elective (Specialty Support) requirement.		
	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/director[5] 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/director[6] 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 Course	Current Credits	*Proposed Course*	*Proposed Credits*
I. Intellectual Inquiry				
Arts and Creativity				
Humanities				
Social Sciences				
Natural/Physical/Mathematical				
II. Composition and Communication				
Composition and Communication I	CIS/WRD 110	3	*CIS/WRD 110*	*3*

---

[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.

	Composition and Communication II	CIS/WRD 111	3	*CIS/WRD 111*	*3*

III. Quantitative Reasoning

	Quantitative Foundations				
	Statistical Inferential Reasoning				

IV. Citizenship (one course in each area)

	Community, Culture & Citizenship in USA				
	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 ☐	No ☒

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.

☐ 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.	☐ Single course in home unit:	☐ *Single course in home unit:*
ii.	☐ Multiple courses in home unit.	☐ *Multiple courses in home unit.*
iii.	☐ Single course outside home unit.	☐ *Single course outside home unit.*
iv.	☐ Multiple courses outside home unit.	☐ *Multiple courses outside home unit.*
v.	☐ Course(s) inside & outside home unit.	☐ *Course(s) inside & outside home unit.*

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 ☐	No ☒

Current			Proposed		
☐ Standard college requirement			☐ *Standard college requirement*		
☐ Specific course			☐ *Specific course*		
Prefix & Nmbr	Credit Hrs	Title	*Prefix & Nmbr*	*Credit Hrs*	*Title*	*Course Status[8]*
						Select one....

---

[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").

						Select one....
						Select one....

5b	Will the existing language in the Bulletin about college-level requirements change?		Yes ☐	No ☒
	If "Yes," provide the new language below.			

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 ☐	No ☒

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 ☒	No ☐
	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]
LA 399	3	Internship in Landscape Architecture	LA 399	2	Internship in Landscape Architecture	Change
		*Adding course to list of selection options under Major: Topical Studies	LA 531	3	Water in Urbanizing Landscapes	New
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

---

[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.

						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

5f	Provide the Bulletin language for major core course requirements.
	(UNCHANGED) Students must complete 9 hours from the following list of Topical Studies courses:

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 ☒	No ☐

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status[11]
		*Adding course to list of selection options for an ecology-focused course	FOR/ GEO 570	3	Landscape Ecology for Natural Resources	No Change
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

5h	Provide the Bulletin language for guided electives.
	(UNCHANGED) One course in ecology from the following or other ecology-focused courses approved by the Director of Undergraduate Studies:

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 ☐	No ☒

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 ☐	No ☒
	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:		☐ New Track	☐ Changed Track	☐ Deleted Track

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status[12]
						Select one....

---

[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.

						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")	LA 105, 3 credits LA 111(CORE), 3 credits PLS 220, 3 credits CORE, 6 credits	YEAR 1 – SPRING:	LA 121, 6 credits LA 161, 3 credits LA 205, 3 credits CORE, 3 credits
YEAR 2 - FALL :	LA 222, 6 credits LA 162, 3 credits PLS 366, 4 credits CORE, 3 credits	YEAR 2 – SPRING:	LA 223, 6 credits LA 271, 4 credits LA Topical, 3 credits CORE, 3 credits LA 390, 3 credits (SUMMER)
YEAR 3 - FALL:	LA 324, 6 credits LA 372, 4 credits PLS 320, 4 credits CORE, 3 credits	YEAR 3 - SPRING:	LA 373, 6 credits LA Topical, 3 credits CORE, 6 credits LA 399, 2 credits (SUMMER)
YEAR 4 - FALL:	LA 425, 6 credits LA Topical, 3 credits Spec. Support, 3 credits CORE, 3 credits	YEAR 4 - SPRING:	LA 426, 6 credits LA 490, 2 credits Spec. Support, 3 credits Elective, 3 credits

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)		
	Department of Landscape Architecture Faculty	**3/23/2017**	**Ned Crankshaw / 257-4691 / ned.crankshaw@uky.edu**
			/ /
			/ /
			/ /
7b	(Collaborating and/or Affected Units)		
			/ /
			/ /

							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")	LA 105, 3 credits LA 111(CORE), 3 credits PLS 220, 3 credits CORE, 6 credits	YEAR 1 – SPRING:	LA 121, 6 credits LA 161, 3 credits LA 205, 3 credits CORE, 3 credits
YEAR 2 - FALL :	LA 222, 6 credits LA 162, 3 credits PLS 366, 4 credits CORE, 3 credits	YEAR 2 – SPRING:	LA 223, 6 credits LA 271, 4 credits LA Topical, 3 credits CORE, 3 credits LA 390, 3 credits (SUMMER)
YEAR 3 - FALL:	LA 324, 6 credits LA 372, 4 credits PLS 320, 4 credits CORE, 3 credits	YEAR 3 - SPRING:	LA 373, 6 credits LA Topical, 3 credits CORE, 6 credits LA 399, 2 credits (SUMMER)
YEAR 4 - FALL:	LA 425, 6 credits LA Topical, 3 credits Spec. Support, 3 credits CORE, 3 credits	YEAR 4 - SPRING:	LA 426, 6 credits LA 490, 2 credits Spec. Support, 3 credits Elective, 3 credits

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)		
	Department of Landscape Architecture Faculty	3/23/2017	Ned Crankshaw / 257-4691 / ned.crankshaw@uky.edu
	CAFE Undergrad Curr Committee	4/28/17	Larry 7- Grabau 37691 lgrabau@uky.edu
			/ /
			/ /
7b	(Collaborating and/or Affected Units)		
			/ /
			/ /

			/	/
			/	/
			/	/
7c	(Senate Academic Council)		Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)			
	Undergraduate Council		9/19/17	Joanie Ett-Mims

Dear Karen:

Thank you for your email regarding the proposed program change(s) to the **Bachelor of Science in Landscape Architecture (04.0601).**

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

1. **Next steps for SACSCOC:** None required

2. **Verification that PIE has reviewed the proposal**: Based on the proposal documentation presented and Substantive Change Checklist, the proposed program changes (refer to list below) 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. The proposed program change(s) may move forward in accordance with college and university-level approval processes.

   List of Proposed Change(s):
   - Change in total hours from 129 to 128 credit hours;
   - Change LA 390 Internship from 3 to 2 credit hours;
   - Update selections offered in Major: Topical Studies and Specialty Support (guided electives)

Should you have questions or concerns about UK's substantive change policy and its procedures, please do not hesitate contacting me.

Regards,

Mia

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

From: Goodlet, Karen
Sent: Thursday, March 23, 2017 1:50 PM
To: Institutional Effectiveness <InstitutionalEffectiveness@uky.edu>
Cc: Lee, Brian D <blee@uky.edu>; Crankshaw, Ned <ned.crankshaw@uky.edu>

Subject: UK Sub Change

Substantative Change Checklist attached

****
Karen Goodlet, Admin. Support
Department of Landscape Architecture
S305 Agriculture Science Bldg - 1100 S Limestone
College of Agriculture, Food and Environment
University of Kentucky
Lexington KY 40546-0091
Office: 859-257-7295
Fax: 859-257-5951
www.uky.edu/AG/LA

From:	Weber, Ann D
Sent:	Wednesday, September 20, 2017 4:10 PM
To:	Lee, Brian
Cc:	Kercsmar, Sarah; Stephenson, Tammy; Ett, Joanie M; Spriggs, Amy; Crankshaw, Ned; OSPIE
Subject:	RE: UKLA - LA Program Change *** Third Attempt

Hi Brian,

You are correct. This change is not a substantive change from the perspective of SACSCOC. This email can serve as proof that you have consulted with my office.

Thanks,

Annie

Annie Davis Weber, Ed.D.
Assistant Provost for Strategic Planning & Institutional Effectiveness

University of Kentucky
355B Patterson Office Tower
Lexington, KY 40506

Phone: (859) 257-1962
Email: ann.weber@uky.edu

From: Lee, Brian
Sent: Wednesday, September 20, 2017 4:09 PM
To: Weber, Ann D <ann.weber@uky.edu>
Cc: Kercsmar, Sarah <sarah.kercsmar@uky.edu>; Stephenson, Tammy <tammy.stephenson@uky.edu>; Ett, Joanie M <joanie.ett-mims@uky.edu>; Spriggs, Amy <amy.spriggs@uky.edu>; Crankshaw, Ned <ned.crankshaw@uky.edu>; OSPIE <ospie@l.uky.edu>
Subject: FW: UKLA - LA Program Change *** Third Attempt

Dear Dr. Weber:

I am just following up from the Undergraduate Council meeting on September 19, 2017, when the BSLA Program change was discussed and voted on (I believe pending). I just want to make sure that the change to the program for the 128 credit hours (from 129) is still not a substantial change as indicated in the previous communication back in the spring with Dr. Alexander Snow. The resulting memo had a typographic error that was not identified until the Undergraduate Council reviewers identified the error. We reduced the LA 399 course from 3 credits to 2 credits and supplied the syllabus and that course changed was approved at Undergraduate Council on Tuesday. I want to make sure that the paperwork is in order for the program change so that we are complying with the KRS 164.2951 in a timely way.

I am hoping that an email from you now could be attached to the package of materials that indicates that LA 399 is the correct number and is approved by your office is all that is needed now for the program change to move to the next step in the review process.

Sincerely,

Brian

Brian D. Lee, Ph.D.
Department of Landscape Architecture
College of Agriculture, Food and Environment
859 257-7205   blee@uky.edu

From: Lee, Brian
Sent: Monday, September 18, 2017 3:27:25 PM
To: Weber, Ann D
Cc: Kercsmar, Sarah
Subject: FW: UKLA - LA Program Change *** Third Attempt

Dear Dr. Weber:

This proposal is going to undergraduate council on Tuesday. Is it possible to get some feedback on the typographic problem that was missed when the initial letter came back and we sent the package along last spring.

Thanks
Brian

Brian D. Lee, Ph.D.
Department of Landscape Architecture
College of Agriculture, Food and Environment
859 257-7205   blee@uky.edu

From: Lee, Brian
Sent: Monday, August 28, 2017 4:34 PM
To: Weber, Ann D
Subject: FW: UKLA - LA Program Change

Dear Dr. Weber:

I am writing to ask for another letter in order to correct a typographical error on our program change from last spring. We are reducing our LA 399 (our internship course) course from 3 credits to 2 credits in order to comply with the new 128 credit hours required for accredited degrees. Our concern is that the approval letter previously indicated LA 390 which is our International Study course. We are concerned that there has been a potential misrecording of the course requesting to be changed and want to be sure the record is accurate.

We expect this proposal to get held at the Undergraduate Council. The reviewer has already been in contact with me and I indicated that I would ask for a new letter from you.

Please let me know if you have any questions or if I need to ask someone else for the documentation.

Sincerely,

Brian

Brian D. Lee, Ph.D.
Director of Undergraduate Studies
Department of Landscape Architecture
College of Agriculture, Food and Environment
University of Kentucky
S305 Agriculture Science North
1100 South Limestone Street
Lexington, Kentucky 40546-0091
(859) 257-7205
blee@uky.edu
http://www.uky.edu/Ag/LA/

From: Goodlet, Karen
Sent: Friday, August 25, 2017 11:57 AM
To: Lee, Brian
Subject: FW: UKLA - LA Program Change

Order of docs in file:
Change UG Degree FinalProgram Change
UK Sub Change-Office of Institutional Effectiveness
Memo – Credits to Degree KRS
Memo – Forestry approval – Landscape Ecology
Memo – LA faculty approval

****

Karen Goodlet, Admin. Support
Department of Landscape Architecture
S305 Agriculture Science Bldg - 1100 S Limestone
College of Agriculture, Food and Environment
University of Kentucky
Lexington KY 40546-0091
Office: 859-257-7295
Fax: 859-257-5951
www.uky.edu/AG/LA

To: Chief Academic Officers, Kentucky Public Higher Education Institutions

From: Jay Morgan, Vice President for Academic Affairs

Date: July 29, 2016

RE: Credits to Degree and Compliance with Kentucky Revised Statute 164.2951

As you are aware, Kentucky Revised Statute 164.2951 was adopted for the expressed purpose of limiting/reducing the academic credits to degree and encouraging higher education institutions to move towards 60/120 credit hours, respectively, for associates and baccalaureate degrees. Likewise, the Kentucky Council on Postsecondary Education's state-wide strategic plan for 2016-2021 will be striving to reduce average credits to degree.

As a central academic initiative of AY 2016-2017, the Council is asking that all public institution chief academic officers conduct a review of their academic inventory to make sure that all academic programs meet KRS 164.2951. Moreover, should institutions find that their curriculum needs modification to better fit the letter of this statute, the Council would ask that the institutional chief academic officer utilize the AY 2016-2017 academic year to work with their campus curriculum and governance committees in order to modify their curricula accordingly.

To assist in your individual institutional review of programs, the Council is providing each chief academic officer with a national study containing the average number of credit hours for respective programs so that you can get a sense of where similar programs operate.

It is our hope that each institution will review their academic curriculum and adjust where needed, and that this one-time review will yield improved student success results in a variety of ways. In order to have an accurate representation of how programs within the Commonwealth meet this respective KRS, the Council will be asking each institution on June 30, 2017 for a record of all academic programs that do not meet the effectuated KRS with respect to 60/120 credit hours.

While the Council will review a listing of all programs above the 60/120 limit in 2017, it does acknowledge that certain academic program listings do have unique constructions (i.e., 4 and 5 hours courses that increase credit hours in a *de'minimus* way, extra accrediting requirements, etc.). For any program that exceeds 60/120, the institution may be asked to provide evidence that the 60/120 credit hour limits either negatively impact quality and content, and/or places the program out of compliance with specific program standards established by external accrediting bodies. Additionally, in this review, programs above the 60/120 credit hour limit will be closely analyzed to see if they reasonably fit within or below national credit hour norms shown within the noted report. Moreover, academic programs that exceed upper-bound thresholds of 64/128 credit hours, without significant and outstanding reasons, may be subject to extra documentation and/or heightened scrutiny within the state-wide academic program review process.

3/30/17

Dear Professor Crankshaw:

Writing on behalf of the Forestry Department, there is support for the inclusion of FOR 570 – Landscape Ecology as a choice to be offered to your landscape architecture students to give them greater exposure to ecological concepts, applications, and issues.

I polled the faculty at our meeting on March 29, 2017, and there was unanimous support for having LA students in the course. We understand that the likely number of students that will choose to take this course is a few each year and we anticipate enough space in the course to allow them to enroll.

We appreciate your program looking for ways to work together to provide the very best possible education experience for all our students. If I can be of further assistance please do not hesitate to ask and I look forward to working with you and your faculty in the future.

Sincerely,

James M. Ringe
Professor of Forestry and Director of Undergraduate Studies

University of Kentucky

College of Agriculture, Food and Environment
Department of Landscape Architecture

Ned M. Crankshaw
Professor & Chair
S305 Agriculture Science Bldg
1100 S Limestone
Phone: 859-257-4691
Email: Ned.Crankshaw@uky.edu
www.uky.edu/Ag/LA

April 14, 2017

To: Dr. Larry Grabau, Associate Dean for Academic Programs
           College of Agriculture, Food and Environment

From: Ned Crankshaw, Chair NC
           Department of Landscape Architecture

Re: Program Change for Landscape Architecture

The faculty of the Department of Landscape Architecture met on March 23, 2017.

Faculty members present: Crankshaw, Koo, Lee, Menke, Sass, and Segura
Faculty members no present: Hargrove

The chair proposed the following changes in the Bachelor of Science in Landscape Architecture degree program:

- Change the minimum number of credit hours required for the BSLA degree from 129 to 128 hours. This is to comply with Kentucky Revised Statute 164.2951 since we are a professionally accredited program.

- Change in LA 399 Internship in Landscape Architecture from 3 credit hours to 2 credit hours to meet the above proposed program change in minimum credit hours.

- Addition of FOR/GEO 570 Landscape Ecology for Natural Resources as a selection option from a list of ecology-focused courses under guided electives (Specialty Support).

- Change in FOR 230 Conservation Biology to FOR 435 Conservation Biology as a selection option in the list of ecology-focused courses under guided electives (Specialty Support). This course recently underwent a course change; its inclusion here reflects that change in our program.

- Addition of LA 531 Water in the Urbanizing Landscape as a selection option in the list of Topical Studies under Major requirements.

Brian Lee moved to adopt the changes, Jayoung Koo seconded the motion.
All faculty present voted in favor of the motion.

Undergraduate Curriculum Committee meeting minutes, April 28, 2017.

Members in attendance: Brown, Geneve, Haynes, Jacobsen, Lee, Lhotka, McNear, Swanson, Ricketts, Grabau

Guests in attendance: Perry

Agenda Item #1—Major course change, HMT 420, second conversation, led by Swanson. The intent of the RTM Department faculty is to broaden this course (beyond bourbon tourism) to other areas of alcohol-related tourism, in order to better match the goals of the HMT program without sacrificing the course's fit with the DWBS certificate. Questions related to the depth of the course (e.g., does it not do more than "introduce" this topic as a 400-level course?), a request to be more specific about time investment in field trips (perhaps via registration notes), and whether a single session of 2.5 hours per week meets the expectation for 3 credit hours (it does). Brown asked if it a requirement for students in the course to drink alcohol. Swanson answered that it is not. Brown asked if it is unnecessarily restrictive to require students to be 21 years old. Swanson explained that some breweries only give tours to people that are over 21. Grabau explained that in order for a course which requests an alcohol-related course fee to gain approval, such a request must: i) require students to be at least 21 years old before the first day of class, and ii) be approved by the President's Office. Geneve asked if students can be required to provide their own transportation to field study locations. Grabau explained that the University's position is that travel to/from these sites has the same expectations and liability implications as when students are asked to attend a regular class on campus. Brown moved to approve this course, Ricketts seconded, and the UCC approved by a 9-0 vote.

Agenda Item #2—ABT 396 plus associated program change, presented for the second time by Perry. She presented a document with the responses of the Steering Committee of the Agricultural and Medical Biotechnology program highlighted for the UCC's review. Under the best scenario, students would work for multiple semesters with a single faculty member. The UCC wondered about moving this course into a major requirement, and thus requiring all program students to complete more research credits. Perry responded that some students do not wish to follow that level of research emphasis, and the program wishes to accommodate their wishes. Perry's insight is that this new course (ABT 396) and the accompanying program change would actually give the program more (rather than less) control over students' research credits than they currently have (e.g., a student can now take BIO 395 for a larger number of credits without hindrance). A straw vote, taken to grant Perry a sense of the status of the UCC as of today (in the absence of a completed program change form), was taken following a motion to approve (by Lee) and a second (by Swanson). The straw vote was favorable (9-0).

Agenda Item #3—LA 399 course and program change, discussion led by Lee. One of the motivations for this proposal is to meet a CPE mandate (to reduce total hours for the program to 128); the other is to do make some minor changes in the listing of courses that LA students can take to complete their list of selections. The reduction in credits is to be accomplished by lowering the course credits for LA 399 from 3 to 2 credits. Brown moved to approve, McNear seconded, and the UCC voted 8-0 to approve.

Agenda Item #4: completing CLD spring course proposals, deferring CLD program change proposal until fall; discussion led by Ricketts. CLD 225 and CLD 260 are major course changes to be discussed today; CLD 478 and CLD 479 are to be revisited as new course proposals from a prior UCC session. Brown asked if the proposals have the endorsement of the department's faculty (e.g., as indicated by minutes from a faculty meeting). Grabau explained that the department faculty

discussed and reviewed the proposals in 2012 when the courses were proposed as special topic courses and that the Chair's signature exists on the current proposal to indicate faculty approval at that time. Lee highlighted several changes needed to the syllabus language (e.g., to learning objectives and organization of boilerplate versus course specific information). Jacobsen asked about combining two CLD courses to create CLD 280 when that course number already exists and the effect on past versus new students (i.e., is the course the same course)? Ricketts explained that the CLD 280 course is mostly the same and that the reference to combining CLD 280 (current version) with another CLD course did not mean that everything in both courses was put together into the new CLD 280. Haynes asked if the courses affected equine programs. Ricketts explained that one CLD course was listed as part of an option in EQM, but she had already had conversations with EQM about the issue. Ricketts indicated that for clarity she would remove the reference to the course affecting other programs. Lee moved and Haynes seconded to accept all the course proposals subject to the friendly amendments, including notifying EQM of the CLD change officially and (2) reviewing the prerequisites to ensure they are consistent on the form and in the syllabi. Motion passed with 8 in favor and one abstention (Ricketts).