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NOV 26 2014

OFFICE OF THE
SENATE COUNCIL**Course Information**

Date Submitted: 3/28/2014

Current Prefix and Number: MFS - Mfg Systems Engineering , MFS 606 SEM &PROJECT IN MANUFAC SYSTEMS EGR

Other Course:

Proposed Prefix and Number: MFS 606

What type of change is being proposed?

Major – Add Distance Learning

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: ENGINEERING

b. Department/Division: Engineering

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Fazleena Badurdeen

Email: badurdeen@enr.uky.edu

Phone: 323-3252

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

f. Requested Effective Date

Semester Following Approval: No OR Effective Semester: Spring 2015

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: Please Add

b. Full Title: SEMINAR AND PROJECT IN MANUFACTURING SYSTEMS ENGINEERING

Proposed Title: GLOBAL ISSUES IN MANUFACTURING

c. Current Transcript Title: SEM &PROJECT IN MANUFAC SYSTEMS EGR

Proposed Transcript Title: GLOBAL ISSUES IN MANUFACTURING

d. Current Cross-listing: Same as ME/EE 606

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

LECTURE: 3

Proposed Meeting Patterns

LECTURE: 1

DISCUSSION: 1

INDEPSTUDY: 3

f. Current Grading System: Graduate School Grade Scale

Proposed Grading System: *Letter (A, B, C, etc.)*

g. Current number of credit hours: 3

Proposed number of credit hours: 3

h. Currently, is this course repeatable for additional credit? No

Proposed to be repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester? No

2i. Current Course Description for Bulletin: A project course for manufacturing systems. Course consists of seminar presentations by outside professionals and faculty and a course project on a realistic manufacturing systems assignment. Lecture, two hours; laboratory, two hours per week.

Proposed Course Description for Bulletin: The need to increase quality, productivity, efficiency and sustainability in manufacturing operations spanning the product, process and systems (manufacturing systems as well as supply chain) domains is essential for companies to be successful. The increased globalization of markets and manufacturing operations, declining natural resources and negative consequences of some manufacturing practices as well as increased legislation in many regions has led to many new challenges that companies must overcome to be successful in competitive markets. This seminar course will introduce students to a variety of global issues in manufacturing through presentations by leading national and international experts in these domains. The seminars will cover a broad range of manufacturing related topics relevant to many disciplines including manufacturing, mechanical and electrical engineering. The course can also help graduate students identify topical issues that need further investigation and could become potential research topics.

2j. Current Prerequisites, if any: N/A

Proposed Prerequisites, if any: N/A

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

Proposed to be taught off campus? No

If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? Yes

If YES, explain and offer brief rational: The course title has been modified to reflect the emphasis of the course on complex global issues in manufacturing. This will help students learn about manufacturing and supply chain related challenges companies are exposed to in doing business globally and, strategies implemented to manage and mitigate such issues. The SLOs have been slightly modified to reflect the emphasis on these topics.

5a. Are there other depts. and/or pgms that could be affected by the proposed change? No

If YES, identify the depts. and/or pgms: N/A

5b. Will modifying this course result in a new requirement of ANY program? No

If YES, list the program(s) here: N/A

6. Check box if changed to 400G or 500: No

Distance Learning Form

Instructor Name: Fazleena Badurdeen

Instructor Email: badurdeen@engr.uky.edu

Internet/Web-based: Yes

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations? The course syllabus conforms to University senate Syllabus Guidelines, specifically the Distance Learning Considerations. The use of Blackboard, email, and web-conferencing provides for timely and appropriate interaction between students and faculty.

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc. Student learning outcomes are assessed for all section of the course, along with the usual TCE evaluations.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc. Standard University policy will be followed in all academic aspects, and all quizzes and exams will be proctored on-site.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above? Yes

If yes, which percentage, and which program(s)? 100%. Manufacturing Systems Engineering MS Program

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting? Access to student services will be the same as for other web-based courses in the University.
6. How do course requirements ensure that students make appropriate use of learning resources? Students will be required to access resources through on-line venues such as Blackboard.
7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. This is a seminar course and does not require access to any laboratories. Method to access library resources is provided to enable students to conduct literature review necessary to prepare research reports.
8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)? Syllabus provides access to this information.
9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? YES
- If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology. N/A
10. Does the syllabus contain all the required components? YES
11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: Fazleena Badurdeen

SIGNATURE|HOLLOWAY|Lawrence E Holloway|MFS 606 CHANGE Cross-List Chair Review|20140410

SIGNATURE|HOLLOWAY|Lawrence E Holloway|MFS 606 CHANGE Cross-List Chair Review|20140422

SIGNATURE|BJSTOK0|Barbara J Brandenburg|MFS 606 CHANGE College Review|20141021

SIGNATURE|ZNNIKO0|Roshan N Nikou|MFS 606 CHANGE Graduate Council Review|20141126

University of Kentucky
MFS/ME/EE606: Global Issues in Manufacturing
Spring 2015

Course Description:

The need to increase quality, productivity, efficiency and sustainability in manufacturing operations spanning the product, process and systems (manufacturing systems as well as supply chain) domains is essential for companies to be successful. The increased globalization of markets and manufacturing operations, declining natural resources and negative consequences of some manufacturing practices as well as increased legislation in many regions has led to many new challenges that companies must overcome to be successful in competitive markets. This seminar course will introduce students to a variety of global issues in manufacturing through presentations by leading national and international experts in these domains. The seminars will cover a broad range of manufacturing related topics relevant to many disciplines including manufacturing, mechanical and electrical engineering. The course can also help graduate students identify topical issues that need further investigation and could become potential research topics.

Prerequisites:

Graduate standing

Course Coordinator:

Dr. Fazleena Badurdeen

Room No. 414L, CRMS Building,

Phone: 323-3252, E-mail: badurdeen@engr.uky.edu

Virtual Office: <https://connect.uky.edu/globalissues/>

Student Learning Outcomes:

At the end of this course, the student is expected to:

- Gain a broader understanding of the global challenges to integrating manufacturing processes, product development, manufacturing systems and business practices.
- Understand the various technologies and practices used by leading benchmark companies globally to address manufacturing challenges.
- Understand the cutting-edge research being carried out to address the manufacturing challenges.

- Learn how to apply a multi-disciplinary system-based approach to manufacturing which considers not only the product, process and system domains but also their interactions and impact on each other.
- Analyze case studies to discern economic, environmental and societal challenges related to global manufacturing.
- Evaluate challenges and emerging needs in manufacturing to identify where research and innovation efforts must be directed to increase global manufacturing competitiveness and sustainability.

Required Material:

There is no required text book for this course. Each week material relevant to the topic of discussion will be posted on Blackboard for download.

All students must have a webcam and microphone to participate in the virtual meetings. Access to a scanner may be required. The minimum technical requirements to be successful in an on-line course are available at: <http://www.uky.edu/DistanceLearning/current/technology/techReqs.html> (to be changed to specific requirements link on course website later)

Grading:

The grade for the course will be based on the following assignments.

Quizzes	(10%)
Research Reports	(80%)
Class Participation	(10%)

Grading Scale:

Grades will be assigned as follows:

90%-100% A; 80%-89% B; 70%-79% C; E below 69%

Quizzes: Each week, a short quiz, based on that week’s presentation will be given. This must be completed prior to the weekly virtual meeting to receive the quiz grade.

Research Reports: Each week students will be assigned reading material relevant to the topic of discussion. Students are required to write a two-page research report (single-spaced with 1” margins (12 point Times New Roman) based on the material covered in the presentation, the reading material assigned and at least two other academic publications. The weekly web meeting will be used as a platform to further discuss the topic of that week’s presentation, share observations and exchange ideas. Students are encouraged to read relevant material ahead of time and use the meeting to discuss the topic with the instructor and others in the class.

The Research Reports will be due one week from the date assigned unless otherwise indicated. They must be submitted electronically through Blackboard by midnight on the date it is due. All grades for these assignments will be posted on Blackboard. All the reports submitted on Blackboard must be completed on white paper and submitted in pdf format.

Late submissions will not be accepted but will be considered on a case by case basis under special circumstances. Such instances should be submitted to the instructor via email.

Class Participation: Attendance in a weekly web meeting is required and will count towards the class participation grade. In addition, a discussion board will be maintained in Blackboard for students to post their comments and questions based on the reading material and presentation. All students are encouraged to share their ideas, respond to others questions when possible or, add to the discussion by raising other relevant questions. Participation in the weekly discussion board (through postings) will also be considered for the class participation grade. Times for web meetings are to be arranged.

The use of cell phones, MP3 players, or any other electronic device (other than a calculator) during the exams will be considered cheating.

Student Interaction:

Communication: Communication between instructor and student will be via email or weekly virtual office meetings (<https://connect.uky.edu/globalissues/>). The most suitable time for regular meetings via Adobe Connect will be established at the beginning of the semester.

E-mail: UK email addresses will be used. Students must activate e-mail forwarding if they prefer another primary e-mail address.

Blackboard Access: Blackboard will be used to communicate course content, announcements, exam grades, etc. To access UK's Blackboard go to www.uky.edu and click on LINK BLUE then BLACKBOARD.

Technical Support: Students experiencing difficulty with delivery of the course material should contact the instructor or the UK help desk. Links to UK help are available on the Blackboard login page. For difficulties with Blackboard or logins, contact the Teaching and Academic Support Center

<http://www.uky.edu/ukit/atg/tasc>, or the Information Technology Customer Support Center at <https://www.uky.edu/ukit/help>, and inform the instructor.

Tentative Course Outline:

Week	Content Available on BB	Description	Relevant Assignments	Quiz Completion Date	Assignment Completion Date
1		Introduction and Course Overview (Prof. Fazleena Badurdeen)			
2		Global Issues in Manufacturing Processes and Related Areas	Quiz #1 & Research Report #1 Assigned		
3		Guest Seminar Presentation # 1 (To be determined) and Review	Quiz #2 & Research Report #2 Assigned		
4		Guest Seminar Presentation # 2 (To be determined) and Review	Quiz #3 & Research Report #3 Assigned		
5		Guest Seminar Presentation # 3 (To be determined) and Review	Quiz #3 & Research Report #3 Assigned		
6		UK Faculty Presentation #2 and Review	Quiz #4 & Research Report #4 Assigned		
7		Guest Seminar Presentation #4 (To be determined) and Review	Quiz #5 & Research Report #5 Assigned		
		Guest Seminar Presentation # 5 (To be determined)	Quiz #6 & Research Report #6 Assigned		
Spring Break - No Class (add dates)					
8		Review			
9		Guest Seminar Presentation # 6 (To be determined) and Review	Quiz #7 & Research Report #8 Assigned		
10		UK Faculty Presentation #3 and Review	Quiz #9 & Research Report #10 Assigned		
11		Guest Seminar Presentation #7 (To be determined) and Review	Quiz #11 & Research Report #11 Assigned		
12		Guest Seminar Presentation # 8 (To be determined) and Review	Quiz #12 & Research Report #12 Assigned		
13		UK Faculty Presentation #4 and Review	Quiz #13 & Research Report #13 Assigned		
14		Guest Seminar Presentation # 9 (To be determined) and Review	Quiz #14 & Research Report #14 Assigned		
15		Guest Seminar Presentation # 10 (To be determined) and Review	Quiz #15 & Research Report #15 Assigned		
		Final Course Review and Discussion (Prof. Fazleena Badurdeen)			

Cells marked yellow to be completed based on semester dates. Guest speaker names and titles of their presentations will be added prior to the semester and before distribution of syllabus to students.

Changes may be made to any part of this syllabus during any time in the semester. Students will be full participants in the discussion about those changes and the final decision will be made collectively.

Academic Integrity:

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, the student, and the student alone must do it. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to

those ideas, which are so generally, and freely circulated as to be a part of the public domain (Section 6.3.1).

****Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.*

For information on Distance Learning Library Services go to <http://www.uky.edu/Libraries/DLLS>. You can also contact Carla Cantagallo, DL Librarian through phone (859-257-0500 ext. 2171 or long-distance phone number: 800-828-0439) or email (dllservice@email.uky.edu).

Accommodations due to disability:

If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide you with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center: Jake Karnes, Director by phone 859-257-2754 or email address: jkarnes@email.uky.edu.

Courses	Request Tracking
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Course Change Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save

Generate R

Attachments:

Browse...

Upload File

ID	Attachment
Delete 3857	MFS 606 Global Issues in Manufacturing 10-09-2014

First 1 Last

Select saved project to retrieve...

Get New

NOTE: Start form entry by choosing the Current Prefix and Number (*denotes required fields)

Current Prefix and Number:	MFS - Mfg Systems Engineering MFS 606 SEM & PROJECT IN MANUFAC SYSTEMS EGR	Proposed Prefix & Number: (example: PHY 401G) <input type="checkbox"/> Check if same as current	MFS 606
* What type of change is being proposed?	<input type="checkbox"/> Major Change <input checked="" type="checkbox"/> Major - Add Distance Learning <input type="checkbox"/> Minor - change in number within the same hundred series, exceptio the same "hundred series" <input type="checkbox"/> Minor - editorial change in course title or description which does not in content or emphasis <input type="checkbox"/> Minor - a change in prerequisite(s) which does not imply a change i content or emphasis, or which is made necessary by the elimination or alteration of the prerequisite(s) <input type="checkbox"/> Minor - a cross listing of a course as described above		
Should this course be a UK Core Course? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If YES, check the areas that apply:			
<input type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics			
1. General Information			
a.	Submitted by the College of: ENGINEERING		Submission Date: 3/28/2014
b.	Department/Division: Engineering		
c.*	Is there a change in "ownership" of the course? <input type="radio"/> Yes <input checked="" type="radio"/> No If YES, what college/department will offer the course instead? Select...		
e.*	* Contact Person Name: Fazleena Badurdeen	Email: badurdeen@engr.uky.edu	Phone: 323-3252
	* Responsible Faculty ID (if different from Contact):	Email:	Phone:
f.*	Requested Effective Date:	<input type="checkbox"/> Semester Following Approval	OR Specific Term: Spring 2015
2. Designation and Description of Proposed Course.			
a.	Current Distance Learning(DL) Status:	<input type="radio"/> N/A <input type="radio"/> Already approved for DL* <input checked="" type="radio"/> Please Add <input type="radio"/> Please Drop	
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box) that proposed changes do not affect DL delivery.			
b.	Full Title:	SEMINAR AND PROJECT IN MANUFACTURING SYSTEMS ENGINEERING	Proposed Title: * GLOBAL ISSUES IN MANUFAC
c.	Current Transcript Title (if full title is more than 40 characters):	SEM & PROJECT IN MANUFAC SYSTEMS EGR	
c.	Proposed Transcript Title (if full title is more than 40 characters):		

GLOBAL ISSUES IN MANUFACTURING					
d. Current Cross-listing:		<input type="checkbox"/> N/A	OR	Currently ² Cross-listed with (Prefix & Number):	Same as
Proposed – ADD ² Cross-listing (Prefix & Number):					
Proposed – REMOVE ^{3,4} Cross-listing (Prefix & Number):					
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours⁵ for each meeting pattern type.					
Current:	Lecture	Laboratory ²	Recitation	Discussion	Indep. Stu.
	3				
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other: Please explain:		
Proposed: *	Lecture	Laboratory ²	Recitation	Discussion	Indep. Stu.
	1			1	3
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other: Please explain:		
f. Current Grading System:		Graduate School Grade Scale			
Proposed Grading System:*		<input checked="" type="radio"/> Letter (A, B, C, etc.) <input type="radio"/> Pass/Fail <input type="radio"/> Medicine Numeric Grade (Non-medical students will receive a letter grade) <input type="radio"/> Graduate School Grade Scale			
g. Current number of credit hours:	3	Proposed number of credit hours:*	3		
h.* Currently, is this course repeatable for additional credit?					<input type="radio"/> Yes <input checked="" type="radio"/>
* Proposed to be repeatable for additional credit?					<input type="radio"/> Yes <input checked="" type="radio"/>
If YES:	Maximum number of credit hours:				
If YES:	Will this course allow multiple registrations during the same semester?				<input type="radio"/> Yes <input checked="" type="radio"/>
i. Current Course Description for Bulletin:					
A project course for manufacturing systems. Course consists of seminar presentations by outside professionals and faculty and a course project on a realistic manufacturing systems assignment. Lecture, two hours; laboratory, two hours per week.					
* Proposed Course Description for Bulletin:					
The need to increase quality, productivity, efficiency and sustainability in manufacturing operations spanning the product, process and systems (manufacturing systems as well as supply chain) domains is essential for companies to be successful. The increased globalization of markets and manufacturing operations, declining natural resources and negative consequences of some manufacturing practices as well as increased legislation in many regions has led to many new challenges that companies must overcome to be successful in competitive markets. This seminar course will introduce students to a variety of global issues in manufacturing through presentations by leading national and international experts in these domains. The seminars will cover a broad range of manufacturing related topics relevant to many disciplines including manufacturing, mechanical and electrical engineering. The course can also help graduate student identify topical issues that need further investigation and could become potential research topics.					
j. Current Prerequisites, if any:					
N/A					
* Proposed Prerequisites, if any:					
N/A					
* Proposed Prerequisites, if any:					
N/A					
k. Current Supplementary Teaching Component, if any:					<input type="radio"/> Community-Based Experience

	<input type="radio"/> Service Learning <input type="radio"/> Both
Proposed Supplementary Teaching Component:	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both <input type="radio"/> No Change
3. Currently, is this course taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Proposed to be taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES, enter the off campus address:	
4.* Are significant changes in content/student learning outcomes of the course being proposed?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If YES, explain and offer brief rationale:	
<p>The course title has been modified to reflect the emphasis of the course on complex global issues in manufacturing. This will help students learn about manufacturing and supply chain related challenges companies are exposed to in doing business globally and, strategies implemented to manage and mitigate such issues. The SLOs have been slightly modified to reflect the emphasis on these topics.</p>	
5. Course Relationship to Program(s).	
a.* Are there other depts and/or pgms that could be affected by the proposed change?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES, identify the depts. and/or pgms:	
N/A	
b.* Will modifying this course result in a new requirement ² for ANY program?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES ² , list the program(s) here:	
N/A	
6. Information to be Placed on Syllabus.	
a. <input type="checkbox"/> Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and <i>you must include the differentiation undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)</i>

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for fields are required!

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instruct the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technolo

A number of specific requirements are listed for DL courses. The **department proposing the change in delivery method is responsible for ensuring that the require are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent c students utilizing DL. (available at <http://www.uky.edu/USC/New/forms.htm>).

Course Number and Prefix:	MFS 606	Date:	3/27/2014
Instructor Name:	Fazleena Badurdeen	Instructor Email:	badurdeen@enr.uky.edu
Check the method below that best reflects how the majority of the course content will be delivered.			
Internet/Web-based <input checked="" type="checkbox"/>		Interactive Video <input type="checkbox"/>	
Hybrid <input type="checkbox"/>			

Curriculum and Instruction

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to Univers Syllabus Guidelines, specifically the Distance Learning Considerations?

The course syllabus conforms to University senate Syllabus Guidelines, specifically the Distance Learning Considerations. The use of Blackboard, email, and web-conferencing provides for timely and appropriate interaction

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course content, assessment of student learning outcomes, etc.

Student learning outcomes are assessed for all section of the course, along with the usual TCE evaluations.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic policy; etc.

Standard University policy will be followed in all academic aspects, and all quizzes and exams will be proctored on site.

4. Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via a as defined above?

Yes

Which percentage, and which program(s)?

100%. Manufacturing Systems Engineering MS Program

*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery is 12 months from the date of approval.

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

Access to student services will be the same as for other web-based courses in the University.

Library and Learning Resources

6. How do course requirements ensure that students make appropriate use of learning resources?

Students will be required to access resources through on-line venues such as Blackboard.

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

This is a seminar course and does not require access to any laboratories. Method to access library resources is provided to enable students to conduct literature review necessary to prepare research reports.

Student Services

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

Syllabus provides access to this information.

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?

Yes
 No

If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

N/A

10. Does the syllabus contain all the required components, below? Yes

- Instructor's *virtual* office hours, if any.
- The technological requirements for the course.
- Contact information for Distance Learning programs (<http://www.uky.edu/DistanceLearning/>) and Information Technology Customer Service Center (<http://www.uky.edu/UKIT/Help/>; 859-218-HELP).
- Procedure for resolving technical complaints.
- Preferred method for reaching instructor, e.g. email, phone, text message.
- Maximum timeframe for responding to student communications.
- Language pertaining academic accommodations:
 - "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation detailing the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu
- Specific dates of face-to-face or synchronous class meetings, if any.
- Information on Distance Learning Library Services (<http://www.uky.edu/Libraries/DLIS/>)
 - Carla Cantagallo, DL Librarian
 - Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
 - Email: dllservice@email.uky.edu
 - DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?web_id=253&lib_id=16

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

Fazleena Badurdeen

Abbreviations: DLP = Distance Learning Programs ATG = Academic Technology Group Customer Service Center = 859-218-HELP (<http://www.uky.edu/UKIT/Help/>)

Revised 8/09

^[1] See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "n form will be sent to appropriate academic Council for normal processing and contact person is informed.

^[2] Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

^[3] Signature of the chair of the cross-listing department is required on the Signature Routing Log.

^[4] Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

^[5] Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab me meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See *SR 5.2.1.*)

^[6] You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

^[7] In order to change a program, a program change form must also be submitted.

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