

27 September 1999

TO: Members, University Senate

FROM: University Senate Council

RE: AGENDA ITEM: University Senate Meeting, Monday, 11 October 1999.
Proposal to amend University Senate Rules on course and program processing, Sections I and III.

Section III (deleted text is stricken, new text is underlined, relocated text is bracketed)

3.2.0 PROCEDURES FOR PROCESSING ACADEMIC PROGRAMS AND CHANGES

~~Procedures for processing Academic Program Proposals and Changes in Existing Academic Programs (US: 11/14/88)~~

~~For the purpose of these Rules, academic programs are defined as the requirements leading to a degree. The initiation of academic programs and changes in existing academic programs shall be processed as provided in this rule described below. When new programs involve new courses or changes in courses, the programs and courses will receive simultaneous consideration under this rule. Changes in courses not involving changes in academic programs shall be approved under Rule 3.3.0 and not under this Rule.~~

~~All proposed new programs and changes in programs must be approved by the Senate Council and all new courses or changes in courses associated with these new programs will be acted on by the Councils as prescribed, then transmitted to the Senate Council, with the program recommendation. Upon approval of the proposed program, the Senate Council will report out the program and the courses involved.~~

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~~In addition to the above, the following procedures shall be followed:~~

A Initial approval by College

1. New programs or changes in programs, including degree titles, are initiated by the academic unit most nearly connected with the program and are approved by the College faculty in a manner they prescribe.

~~B-~~ 2. The College faculty makes its recommendations to the Dean who signs the proposal and forwards it to the Council(s) of the Senate, supplying the information required, and at the same time circulating a description of these recommendations to the Deans, Department Chairmens and members of the University Senate. In the case of Deans and Department Chairmens, these notices shall be posted in a central location where all faculty may see and have opportunity to raise objections in the allotted time.

3. [A set of guidelines, approved by the Senate Council, is available for proposing new undergraduate, graduate and professional programs. Forms, approved by the Senate Council, are available for proposing changes in existing doctoral, masters and undergraduate programs. (There are no program change forms for the programs in law, medicine and dentistry.)]

4. University Studies Program. Changes in the University Studies Program need approval only of the University Studies Committee and no other College or Academic Council prior to submission to the Senate Council.

B Approval by Academic Council

1. Jurisdiction. If approved by the College, the proposed program or program change is forwarded to the appropriate academic council as provided in this subpart.

~~1. a. Medical Center. All programs recommended by the colleges of the Medical Center shall be forwarded first to the Academic Council for the Medical Center (ACMC). If approved by the ACMC, the proposal shall be forwarded as provided in subparts b-c below. for action first.~~

~~2. b. Undergraduate degree programs. All programs or changes in programs leading to the undergraduate or professional degree (except those in the College of Law or the colleges of the Medical Center) shall be forwarded to the Undergraduate Council first.~~

~~3. c. Graduate degree programs. All new graduate programs or changes in graduate programs (except for the colleges of the Medical Center) shall be forwarded to the Graduate Council for action first.~~

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d. Professional degree programs. Programs or changes in programs leading to professional degrees in the Colleges of the Medical Center, including professional baccalaureate programs in the College of Allied Health, require approval by the ACMC only. Professional degree programs or program changes in the College of Law do not require approval by an academic council.

e. Lexington Community College programs. Programs or changes in programs recommended by divisions of the Lexington Community College shall be forwarded to the Academic Council for the Lexington Community College (ACLCC) only.

~~2. C~~ Any faculty member having objection to any part of the College recommendations may report that objection to the chairman of the appropriate Council, within ten (10) days of the date of the College circulation.

~~3. D~~ Within thirty (30) days of initial receipt of the proposal, the Council(s) will take action on it or notify the College as to the status and reason for delay, with a copy to the Senate Council and Registrar's Office. When action is taken, the Councils report their recommendations to the Senate Council, except that first, the Graduate Council first recommends to the Graduate Faculty for action and transmittal to the Senate Council.

4. University Studies Program. Changes in the University Studies Program need approval only of the University Studies Committee and no other College or Academic Council prior to submission to the Senate Council.

C Approval by Senate Council

~~1. E~~ ~~The Senate Council acts on program recommendations only. If the proposal is a new program,~~ New degree programs require a statement of administrative feasibility ~~is requested~~ from the Office of the President before final action is taken.

~~F~~ 2. After clearance through the Registrar's Office, the Senate Council then ~~acts~~ reports on the program proposal. In the case of proposals involving the University Studies Program, if the Senate Council approves the proposed changes, it [shall put all proposals to make any significant changes in the nature of the University Studies ~~p~~ Program or in the structure of the ~~p~~ Program's requirements on the Senate agenda for approval. (from Rule 1.4.3.0(C))] In all other cases, [~~Upon approval of the proposed program, the Senate Council circulates notice of approval of will report out the program and the courses involved.~~] ~~H~~ If no objection is raised to the Senate Council actions on programs within ten (10) days of notification, these actions become official. If objection is raised and resolution not accomplished, a Senator may have the issue placed on the agenda of the next regular Senate meeting by sending a written objection, signed by five Senators, to the Senate Council. Action by the University Senate on such objections is final ~~(See Section III—3.0.)~~

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3. [~~G~~ In the case of new programs, the Senate Council, or the University Senate, reports the action taken to the President of the University, ~~also.~~]

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3.3.0 PROCEDURES FOR PROCESSING COURSES AND CHANGES IN COURSES

Applications for initiating new courses, changes in existing courses, or dropping courses, must be processed ~~in a prescribed manner~~ as provided in this rule.

~~When new programs involve new courses or changes in courses, the programs and courses will receive simultaneous consideration, action and transmittal under the procedure outlined under 2.0, this Section.~~

A Approval by Academic Council

Subject to Part B below, ~~Final~~ responsibility for the approval of new courses, changes in courses and dropping of courses, shall be vested in the appropriate Councils as follows:

1. The Undergraduate Council will make the final decision on all new courses or changes in courses which may be used for credit toward an undergraduate degree numbered 001-499 (including 400G-499G), ~~subject to appeal to the Senate through the Senate Council.~~ The Undergraduate Council will have courses numbered 500-599 routed to it in the usual manner, but will recommend only on these and forward them to the Graduate Council for consideration (see paragraph 2j. below). ~~In addition, it will make the final decision on all courses numbered 800-999 originating outside the colleges of the Medical Center and the College of Law, subject to appeal to the Senate through the Senate Council.~~

2. The Graduate Council will make the final decision on all new courses or changes in courses which may be used for credit toward a graduate degree numbered 500-799 ~~subject to appeal to the Senate through the Senate Council.~~ The Graduate Council will have courses numbered 400G-499G routed to it in the usual manner, but will recommend only on these and forward them to the Undergraduate Council for consideration (see paragraph j. below).

~~3. [9-~~ Where the recommendation of the Undergraduate Council on a 500- 599 level course is in disagreement with the decision of the Graduate Council and in the case when the Graduate Council's recommendation of a 400G-499G is in disagreement with the Undergraduate Council, the ~~material~~ matter shall be referred to the Senate Council for a final decision.

~~3. 4.~~ The Academic Council for the Medical Center will make the initial ~~final~~ decision on all new courses or changes in courses leading to undergraduate and graduate degrees numbered 800-999 originating in the colleges of the Medical Center (ACMC), ~~subject to appeal to the Senate through the Senate Council.~~ The Academic Council for the Medical Center will consider first all courses numbered 001-799 originating in the colleges of the Medical Center, and will recommend on them to the appropriate Council(s) for final decision., and will forward the recommendation according to paragraphs 1-2 above.

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4. 5. New courses and changes in courses that are professional in nature originating in the colleges of the Medical Center shall be approved by the ACMC only.

6. The ACLCC will make the final decision on all new courses or changes in courses originating in the Lexington Community College.

7. [~~However, the initial~~ Course proposal(s) of courses developed by the Committee to fulfill the program requirements relating to the University Studies Program shall, after approval by the Undergraduate Council, be circulated to the faculty prior to being forwarded to the Senate Council. The University Studies Committee shall give the faculty time to send written comments about the proposal(s) or to suggest additional courses. The Committee also shall hold one or more public meetings to hear comments and suggestions about the proposal(s) and may revise or add to the proposal(s) in light of the comments. (Relocated from Rule 1.4.3.0(C))]

8. All other new courses or changes in courses will be approved by the Senate Council only.

~~In addition to the preceding, the following procedures shall be utilized:~~

B Reporting and Approval by the Senate

5. The Senate Council will circulate notice of approval of reports final decisions on courses and, if no objection is raised within ten (10) days of this circulation, the actions become official. In the case of courses which are or are to become part of the University Studies Program, the 10-day notice period shall be 30 days. If objection is raised and resolution not accomplished, a Senator may have the issue placed on the agenda of the next regular Senate meeting by sending a written objection, signed by five (5) Senators, to the Senate Council. Action by the University Senate on such objections is final.

C. Program changes. 6. All proposed new courses or changes in courses which are involved in new programs shall be approved under Rule 3.2.0 and not under this Rule shall be acted on by the appropriate Councils and then transmitted to the Senate Council for inclusion in the final decision on the proposed new program. Upon approval of the program, the Senate Council will report out the program and the courses involved. [If, in the judgment of the Council having final decision authority, proposed new courses or changes in courses constitute a major expansion of a program, it may request, or have the Senate Council request, a statement of administrative feasibility as required for new programs.]

D. Cross-listing. 7. If a department wishes to cross-list a course which already exists in

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another department, it may receive approval by indicating that this is a minor change on the form for requesting changes in existing courses. Both chairmen~~s~~ must sign the form and, if the departments are in different colleges, both deans must signify approval. Cross-listing shall not be used as justification for duplication of teaching effort. Departments involved must agree on the time, place and instructor(s) in scheduling such courses.

E. Replaced courses. ~~-8-~~ If a new course is created through substitution, replacement, consolidation or combination of one or more courses, a form for dropping the eliminated course must be processed in the prescribed manner.

F. Exception for Minor Changes

1. Procedure. If a course change is determined to be a minor change, [the form shall be forwarded directly from the Dean of the College to the Chair of the Senate Council for approval. If the Chair of the Senate Council approves, he or she will notify the Registrar's office and the Dean of the College originating the request. If the Chair believes the change is not minor, the request shall be returned to the Dean of the College originating the request for processing through the appropriate Councils.]

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 an 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 a change in course content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s)
- D a cross-listing of a course as described ~~below~~ above
- E correction of typographical errors.

~~When requested as a Minor Change,]~~

G. Forms

Official forms to be used can be obtained from the Offices of the Chancellor, University of Kentucky Lexington Campus, the Chancellor, University of Kentucky Medical Center, the Office of Vice President for Research and Graduate Studies, or the Senate Council office. Separate forms are required for new courses, changes in existing courses, and dropping courses. To avoid delay and possible disapproval of said applications, all information required and the requisite signatures must be supplied. The form for processing changes in existing courses shall allow the originating unit to request that it be considered a "Minor Change."

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1.3.2 GRADUATE COUNCIL

1.3.2.1 Functions The Graduate Council shall have only the authority and responsibilities delegated to it by the Dean of the Graduate School, the Graduate Faculty and the University Senate. Its responsibilities relative to courses and programs shall be as follows:

A Course Procedures--It shall consider all proposed new courses and changes in courses which may be used for credit toward a graduate degree ~~numbered 400G-499G and 500-799.~~ It shall forward to the Undergraduate Council ~~for final decision~~ recommendations on the courses numbered 400G-499G ~~from all colleges answering to the Chancellor, University of Kentucky, Lexington Campus, and those courses forwarded from the Academic Council for the Medical Center. It shall make the final decision, subject to appeal to the Senate through the Senate Council, on all courses numbered 500-799 (after consideration of the recommendations of the Undergraduate Council on the courses numbered 500-599, and receipt of recommendations on applicable courses 500-799 from the Academic Council for the Medical Center).~~

remainder of rule unchanged

1.3.3 UNDERGRADUATE COUNCIL

The Dean of Undergraduate Studies, Lexington Campus, (or another person designated by the Chancellor) shall chair the Undergraduate Council and report its recommendations to the Senate Council in accordance with the Rules of the University Senate.

1.3.3.1 Functions The Undergraduate Council's responsibilities relative to courses and programs shall be as follows:

A Course Procedures--It shall consider all proposed new courses and changes in courses which may be used for credit toward an undergraduate degree ~~numbered 001-599. Also, it shall consider new courses and changes in courses numbered 800-999 in all colleges outside the Medical Center, except for the College of Law.~~ It shall forward to the Graduate Council for final decision-recommendation on all courses numbered 500-599. ~~It shall make the final decision, subject to appeal to the Senate through the Senate Council, on all courses numbered 001-499 (after consideration of the recommendations of the Graduate Council on the courses numbered 400G-499G, and receipt of recommendations from the Academic Council for the Medical Center on applicable courses).~~ Also, it shall make the final decision, subject to appeal to the Senate through the Senate Council, on all courses numbered 800-999 from the colleges outside the Medical Center, except those from the College of Law. (See Section III, 3.3.0) It will have no responsibilities for professional courses or associate degrees.

remainder of rule unchanged

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1.3.4 ACADEMIC COUNCIL FOR THE MEDICAL CENTER

1.3.4.1 Functions The Academic Council for the Medical Center shall be responsible to the Chancellor, University of Kentucky Medical Center and to the University Senate. Its principal functions and responsibilities are to:

A consider academic programs and courses in the Colleges of the Medical Center in relation to the objectives of the University;

B review all new courses or changes in courses and new or changed academic programs recommended by the Colleges of the Medical Center;

C evaluate educational program objectives and course content to insure appropriate breadth and depth and the availability of needed faculty;

D insure that the development of new programs or the introduction of new courses are accompanied by appropriate modification or discontinuation of old programs or courses in accordance with the Rules of the University Senate;

E recommend approval of new undergraduate or graduate academic programs or changes in programs, including degree titles, and changes in the University requirements or University Studies component, to the appropriate council(s). ~~Also it shall consider first and recommend to the applicable Council, on all courses numbered 001-799, from the colleges of the Medical Center;~~

F make the ~~final~~ initial decision, ~~subject to appeal to the Senate through the Senate Council,~~ on all new courses and changes in courses originating in numbered 800-999 from the Colleges of the Medical Center. (See Section III, 3.2.0 and 3.3.0)

remainder of rule unchanged

1.3.5 ACADEMIC COUNCIL FOR THE LEXINGTON COMMUNITY COLLEGE

1.3.5.1 Functions

The Academic Council for the Lexington Community College shall be responsible to the Chancellor for the Lexington Campus and to the University Senate. Its principal functions and responsibilities are to:

A consider academic programs and courses in the divisions of Lexington Community College in relation to the objectives of the University;

B review all new courses or changes in courses and new or changed academic programs recommended by the divisions of the Lexington Community College;

C evaluate educational program objectives and course content to ensure appropriate breadth and depth and the availability of needed faculty;

D ensure that the development of new programs or the introduction of new courses is accompanied by appropriate modification or discontinuation of old programs or courses in accordance with these rules;

E make the final decision, subject to appeal to the Senate through the Senate Council, on all new programs and changes in programs, and all new courses and changes in courses, including degree titles, originating in the Lexington Community College; and

F review the summary reports of the program reviews prepared by the academic unit review committees. It shall participate directly in reviews of Lexington Community College programs upon the request of the Chancellors or Vice Chancellor of Academic Affairs of the Lexington Campus. Following either such review, it may recommend appropriate action to maintain acceptable levels of academic quality to the Vice Chancellor of Academic Affairs of the Lexington Campus. Such a recommendation may include suspension of a program to a maximum of five years and the lifting of such a suspension. All recommendations relating to imposing or lifting suspensions of the programs must be approved by the Senate Council.

G review distance learning activities for quality and effectiveness, in keeping with Southern Association of Colleges and Schools (SACS) substantive changes criteria.

1.3.5.2 Membership

The Academic Council for the Lexington Community College (ACLCC) is composed of one representative and one alternate representative from each of the divisions of the College. The

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President of the Lexington Community College or designate shall serve as chair of the ACLCC. In addition, there shall be three representatives outside of the Lexington Community College constituency: one shall be appointed by the Undergraduate Council, one by the Academic Council for the Medical Center, and one by the Senate Council. These representatives shall be appointed for two-year terms.

1.3.5.3 Election, Terms and Vacancies

One member and one alternate from half of the divisions shall be elected each year. To be eligible for election, candidates shall be from the full-time teaching faculty and shall be limited to those members who are eligible to be elected to the University Senate, i.e., assistant professor or higher academic rank. In addition, they should have been members of the faculty of the Lexington Community College in a full-time academic rank for a period of at least two years. Administrative officers who also hold faculty appointments are not eligible for election during their tenure as administrative officers. When a member becomes unable or ineligible to serve (i.e., resignation, leave of absence, assumption of administrative title, etc.), the alternate shall serve as member for the remainder of that term. The eligible faculty member who at the last election received the highest number of votes without being elected shall be appointed as alternate member.

1.3.5.4 Meetings

The Academic Council for the Lexington Community College shall meet monthly and upon call of the chair. Six members or designated alternates shall constitute a quorum for the transaction of business.

Alternate members shall be notified of all meetings and shall have the privilege of attending all meetings; they shall not vote, however, unless they are serving in place of official representatives. The alternates shall receive copies of minutes and other materials distributed to the Council. When an official representative must be absent from a meeting, the alternate from his or her division will be designated by the chair to serve during that particular meeting.

1.4.3.0 UNIVERSITY STUDIES COMMITTEE

Parts A and B unchanged

C Waivers All waivers of or substitutions for program requirements for particular categories of students, if approved by the Committee, shall be submitted to the Senate Council for its approval. The Senate Council's approval of temporary waivers of or substitutions for program requirements for particular categories of students shall be final. [Remainder of rule relocated to Rules 3.2.0 and 3.3.0]

Implementation: Fall Semester, 2000

These proposals were drafted by the Rules Committee and approved by the University Senate Council.

US Agenda: acadcouncils USR changes 10.13.99.doc

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