

Senate Council Meeting
October 30, 2006
Approval Process for Curricular Items

Current practice in the Office of the Senate Council is to send all curricular proposals *that do not need committee review* to a web transmittal for review for 10 days by the Senate Council and then, if there are no objections, to the Senate for a 10-day review. At that time, the approved items are sent to a variety of individuals for informational purposes, including the Registrar.

For all curricular proposals *that do require committee review*, the current practice is to place the proposal on an agenda for a live Senate Council and then live Senate meeting. After the Senate meeting, the approved items are sent to a variety of individuals for informational purposes, including the Registrar.

Both these procedures conflict with what *Senate Rule 3.2.0* prescribes for processing curricular items at the Senate Council and Senate levels.

3.2.0 PROCEDURES FOR PROCESSING ACADEMIC PROGRAMS AND CHANGES [US: 11/14/88; US: 10/11/99]

The initiation of academic programs and changes in existing academic programs shall be processed as provided in this rule. 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.

A Initial approval by College Faculty

1. New programs or changes in programs, including degree titles, are initially approved by Faculty of the educational unit most nearly connected with the program and are approved by the College Faculty in a manner they prescribe (*GR VII.A.4(b)*).
2. The College Faculty makes its recommendations to the Dean who signs and forwards those recommendations to the Council(s) of the Senate (*GR VII.A.4(c)*), supplying the information required, and at the same time circulating a description of these recommendations to the Deans, Department Chairs or Division Heads and members of the University Senate. In the case of Deans and Department Chairs or Division Heads, these notices shall be posted in a central location where all faculty may see and have opportunity to raise objections in the allotted time. [US: 10/11/99; US: 4/10/00; SREC 8/18/06]
- * In the above and SR 3.3.0, exercises to forward the College Faculty's educational policy recommendation to the University Senate, the dean as chair of the College Faculty is attesting by signature that the recommendation was approved as per prescribed College Faculty Rules. This Senate Rule does not preclude the dean's prerogative under *GR VII.B.3* to include (with appropriate notification to the College Faculty) the dean's own opinion about either the academic merits of the recommendation or its administrative feasibility. [RC: 6/06/06]
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 in the Senate Council office or at <http://www.uky.edu/USC/Forms/FormsPage.html> for proposing changes in existing doctoral, masters and undergraduate programs. There are no program change forms for the programs in law, medicine and dentistry. [US: 10/11/99]
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 [US: 10/11/99; SREC: 6/8/06]

1. Jurisdiction. If approved by the College Faculty, the proposed program or program change is forwarded to the appropriate academic council as provided in this subpart.
 - 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.
 - b. Undergraduate degree programs. All programs or changes in programs leading to the undergraduate degree shall be forwarded to the Undergraduate Council, except those that are governed by subpart d (Professional degree programs).
 - c. Graduate degree programs. All new graduate programs or changes in graduate programs shall be forwarded to the Graduate Council.

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 Health Sciences 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.

2. Any University Faculty member having objection to any part of the College recommendations may report that objection to the chair of the appropriate Council, within ten (10) days of the date of the College circulation.

3. 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 [US: 10/11/99; US: 2/10/03]

1. New degree programs require a statement of administrative feasibility from the Office of the Provost before final action is taken.

2. After clearance through the Registrar's Office, the Senate Council then acts 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 Program or in the structure of the Program's requirements on the Senate agenda for approval. In cases other than those involving the University Studies Program, upon approval of the proposed program, the Senate Council circulates notice of approval of the program and the courses involved. 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. Reports of these decisions will be circulated for information only.

3. In the case of new programs, the Senate Council, or the University Senate, reports the action taken to the Provost of the University.

Note: Technical courses and programs are those leading to a two-year Associate of Applied Sciences degree, or academic certificate and direct placement in the workforce.

3.3.0 PROCEDURES FOR PROCESSING COURSES AND CHANGES IN COURSES [US: 11/14/88; US 10/11/99]

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

A Initial approval by College Faculty

1. New courses or changes in courses, and dropped courses, are initially approved by the Faculty of the educational unit most nearly connected with the courses and are approved by the College Faculty in a manner they prescribe (*GR VII.A.4.(b)*). [SREC 8/18/06]
2. The College Faculty makes its recommendations to the dean, who signs and forwards those recommendations to the Council(s) of the Senate (*GR VII.A.4.(c)*), supplying the information required, and at the same time circulating a description of these recommendations to the Deans, Department Chairs or Division Heads and members of the University Senate. In the case of Deans and Department Chairs or Division Heads, these notices shall be posted in a central location where all faculty may see and have opportunity to raise objections in the allotted time. [US: 10/11/99; US: 4/10/00]
3. Forms for new, changed and dropped courses, approved by the Senate Council, are available in the Senate Council office or at <http://www.uky.edu/FiscalAffairs/Shared/Forms/courses.htm>. [US 10/11/99]

B Approval by Academic Council [US: 10/11/99]

Subject to Part C below, 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, except that the Undergraduate Council will have courses numbered 500-599 routed to it in the usual manner, but will only recommend on these and forward them to the Graduate Council for consideration.
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, except that 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.
3. 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 matter shall be referred to the Senate Council for a final decision.
4. The Academic Council for the Medical Center will make the initial decision on all new courses or changes in courses leading to undergraduate and graduate degrees originating in the colleges of the Medical Center (ACMC), and will forward the recommendation according to paragraphs 1 and 2 above.
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 Academic Council for the Lexington Community College will make the final decision on all new courses or changes in courses originating in the Lexington Community College.
7. Course proposal(s) 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.

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

- C** **Reporting and Approval by the Senate [US: 10/11/99; US: 2/10/03]** The Senate Council will circulate notice of approval of 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 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. Final decisions on technical courses, as defined by LCC, offered only at Lexington Community College will be official when approved by the Academic Council for Lexington Community College. Reports of these decisions will be circulated for information only.
- D** Program Changes 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. 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.
- E.** Cross-listing. If a department wishes to cross-list a course which already exists in another department, it may receive approval by indicating that this is a minor change on the form for requesting changes in existing courses. Both chairs 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.
- F** Replaced courses 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.
- G** Exception for Minor Changes [US: 10/11/99]