

CHANGE UNDERGRADUATE DEGREE PROGRAM

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](mailto: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.**

<input checked="" type="checkbox"/> Courses	<input type="checkbox"/> Program name	<input type="checkbox"/> Total required credit hours	<input type="checkbox"/> Student learning outcomes
<input type="checkbox"/> Criteria for admissions/progression/termination	<input type="checkbox"/> Certificate assessment	<input type="checkbox"/> Other	

**1. General Information**

1a	Date of contact with Institutional Effectiveness (IE) <sup>1</sup> :	1/3/2017		
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.			
1b	College <sup>2</sup> :	College of Agriculture, Food and Environment	Department <sup>2</sup> :	Retailing and Tourism Management
1c	CIP code <sup>3</sup> :	19.0901	Today's Date:	2/3/2017
1d	Current major name: (Biology, Design, etc.)	Merchandising, Apparel and Textiles	Proposed major name:	<i>Merchandising, Apparel and Textiles</i>
1e	Current Degree (BA, BFA, etc.):	BSMAT	Proposed degree:	BSMAT
1f	Will there be any changes regarding a track(s) for the program?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1g	Accrediting agency, if applicable:			
1h	Date of most recent periodic program review for this degree:	12/6/2013		

<sup>1</sup> 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](mailto:institutionaleffectiveness@uky.edu)).

<sup>2</sup> 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.

<sup>3</sup> 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.

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1i	Requested effective date:	<input type="checkbox"/> Fall semester following approval.	OR	<input checked="" type="checkbox"/> Specific Date <sup>4</sup> : <i>Fall 2017</i>
1j	Contact person name:	Jason Swanson	Phone / Email:	257-4965 / jasonrswanson@uky.edu
<b>2. Overview of Changes</b>				
2a	Describe the rationale for the changes, including results from the most recent program review if applicable. (450 word limit)			
<p>Remove HES 100 (Intro to Professions in HES) as a required course. The course - which utilizes family systems theory as the overarching conceptual model to provide a history and discussion of contemporary issues of human environmental sciences - does not provide knowledge required for students preparing for a career in Merchandising, Apparel and Textiles (MAT).</p> <p>Remove FAM 352 (Issues in Family Sciences) as a required course. The course - which focuses on topics such as historical trends in marriage, family life cycle theory, parenthood, divorce, step families, and step-parenting - does not provide knowledge required for MAT students.</p> <p>Remove FAM 350 (Consumer Issues) as a required course. The course topics, while relevant, are covered in a variety of other required courses already taught within the department, such as MAT 120, MAT 414, and RTM 345.</p> <p>*Note about changes described in previous three paragraphs: Other courses that are proposed to be required, such as MAT 510 and MAT 514 (described below), provide more relevant content for MAT majors than HES 100, FAM 352, and FAM 350. It is also anticipated that these changes will help the program meet the requirements of accreditation by the International Textile and Apparel Association(ITAA). The MAT program will pursue ITAA accreditation after this proposal receives final approval from the University.</p> <p>Add GEN 100 to align with the College requirement.</p> <p>MAT 247 will be the recommended course under the Global Dynamics UK Core requirement.</p> <p>Remove MAT 425 (Economics of Merchandise Sourcing) as a required course. Information in MAT 572 (formerly MAT 470), a required major core course, creates a more informative educational foundation of global interdependence.</p> <p>Add MAT 510 (Brand Management) and MAT 514 (Retail Entrepreneurship) as required courses. These courses, both of which already exist, provide substantial research activity and projects focusing on market research. Faculty believe having research-heavy courses later in students' academic careers will be beneficial.</p> <p>Adjust the number of credit hours of Guided Electives, or Major Selections, to 9 credits hours (from 6) to account for the proposed changes.</p> <p>Add 6 credit hours of professional support electives at the 300-level or above to account for proposed changes.</p> <p>Add 1 credit hour of free electives to bring total credit hours to 120.</p> <p>Add HMT 570 to options in the major selections so that MAT students can take an event planning course.</p>				
2b	Use the fields below, as applicable, to identify the areas in which changes will be made.			
		Current		<i>Proposed</i>

<sup>4</sup> No program change(s) will be effective until all approvals are received.

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i.	Credit Hours of Premajor Courses:		19	16
ii.	Credit Hours of Preprofessional Courses:			
iii.	Credit Hours of Major Core Course Requirements		40	52
iv.	Minimum Credit Hours of Guided Electives:		6	9
v.	Minimum Credit Hours of Free Electives:		5	6
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:	23	24
		200-level:	21	21
		300-level:	22	19
		400-level:	24	27
		500-level:	0	6

<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:</b>		<u>120</u>	<u>120</u>
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xv. If the total hours required for graduation have changed, explain below. (150 word limit)

2c	Will the requested change(s) result in the use of courses from another educational unit?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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If "Yes," describe generally the courses and how they will used.

GEN 100, taught by the College of Agriculture, Food and Environment will be used as a recommended course to satisfy the UK Core requirement for Community, Culture, and Citizenship in the USA

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<sup>5</sup> 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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<sup>5</sup> A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

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	If "Yes," describe generally the courses and how they will be used.
	If "Yes," two pieces of supporting documentation are required.
	<input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director <sup>6</sup> from which individual courses will be used.
	<input type="checkbox"/> 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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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If "Yes," note the specific changes in the grid below.

UK Core Area	Current Course	Current Credits	Proposed Course	Proposed Credits
<b>I. Intellectual Inquiry</b>				
Arts and Creativity				
Humanities				
Social Sciences				
Natural/Physical/Mathematical				
<b>II. Composition and Communication</b>				
Composition and Communication I	CIS/WRD 110	3	<i>CIS/WRD 110</i>	3
Composition and Communication II	CIS/WRD 111	3	<i>CIS/WRD 111</i>	3
<b>III. Quantitative Reasoning</b>				
Quantitative Foundations				
Statistical Inferential Reasoning				
<b>IV. Citizenship (one course in each area)</b>				
Community, Culture & Citizenship in USA	Choose one course from the approved list	3	<i>Recommended: GEN 100</i>	3
Global Dynamics	Choose one course from the approved list	3	<i>Recommended: MAT 247</i>	3
<b>Total UK Core Hours</b>		<b><u>31 - 32</u></b>		<b><u>31- 32</u></b>

3b	Provide the Bulletin language about UK Core.
	<b>See the UK Core section of the 2016 - 2017 Undergraduate Bulletin for the complete UK Core requirements. The courses listed below are (a.) recommended by the college, or (b.) required courses that also fulfill UK Core areas. Students should work closely with their advisor to complete the UK Core Requirements.</b>

**4. Graduation Composition and Communication Requirement**

<sup>6</sup> A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

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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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p>If “Yes,” note the specific changes below, including changes to credit hours.</p> <p>If the course(s) used are from outside the home unit, one piece of supporting documentation is required.</p> <p><input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the other units’ chair/director<sup>7</sup> from which individual courses will be used.</p>			
<i>Current</i>		<i>Proposed</i>	
i.	<input type="checkbox"/> Single course in home unit:	<input type="checkbox"/> <i>Single course in home unit:</i>	
ii.	<input type="checkbox"/> Multiple courses in home unit.	<input type="checkbox"/> <i>Multiple courses in home unit.</i>	
iii.	<input type="checkbox"/> Single course outside home unit.	<input type="checkbox"/> <i>Single course outside home unit.</i>	
iv.	<input type="checkbox"/> Multiple courses outside home unit.	<input type="checkbox"/> <i>Multiple courses outside home unit.</i>	
v.	<input type="checkbox"/> Course(s) inside & outside home unit.	<input type="checkbox"/> <i>Course(s) inside &amp; outside home unit.</i>	
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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
<i>Current</i>		<i>Proposed</i>				
<input checked="" type="checkbox"/> Standard college requirement		<input checked="" type="checkbox"/> <i>Standard college requirement</i>				
<input type="checkbox"/> Specific course		<input type="checkbox"/> <i>Specific course</i>				
Prefix & Nmbr	Credit Hrs	Title	<i>Prefix &amp; Nmbr</i>	<i>Credit Hrs</i>	<i>Title</i>	<i>Course Status<sup>8</sup></i>
						Select one....
						Select one....
						Select one....
5b	Will the existing language in the Bulletin about college-level requirements change?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
If “Yes,” provide the new language below.						
Language about "School Requirements" should be removed						
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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
<i>Current</i>			<i>Proposed</i>			
Prefix & Nmbr	Credit Hrs	Title	<i>Prefix &amp; Nmbr</i>	<i>Credit Hrs</i>	<i>Title</i>	<i>Course Status<sup>9</sup></i>
FAM 350	3	Consumer Issues				Select one....

<sup>7</sup> A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.

<sup>8</sup> 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”).

<sup>9</sup> Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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350						
						Select one....
						Select one....
						Select one....
						Select one....

5d Provide the Bulletin language about pre-major or pre-professional courses below.  
 MAT majors and transfer students must obtain or have received a C or better in ALL premajor, professional support and MAT major required courses. No letter grade of a D would be accepted in the premajor, professional support and MAT major required courses.

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 <sup>10</sup>
MAT 425	3	Economics of Merchandise Sourcing				Select one....
			MAT 510	3	Brand Management	No Change
			MAT 514	3	E-tailing	No Change
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

5f Provide the Bulletin language for major core course requirements.  
 "Major Requirements"

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

<sup>10</sup> Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>11</sup>
			HMT 570	3	Event Planning and Coordination	No Change
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

5h Provide the Bulletin language for guided electives.

Choose 9 credits from MAT Major Selections

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

Credits will increase from 5 to 6 to bring total credit hours for the program to 120.

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 <sup>12</sup>
						Select one....
						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.

<b>YEAR 1 – FALL:</b> (e.g. "BIO 103; 3 credits")	WRD 110 or CIS 110; 3 UK Core Humanities; 3 MAT 114; 3	<b>YEAR 1 – SPRING:</b>	WRD 111 or CIS 111; 3 UK Core Quantitative Foundations; 4
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<sup>11</sup> Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

<sup>12</sup> Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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	SOC 101; 3 GEN 100; 3 Total - 15		<i>UK Core Nat. Science; 3 PSY 100; 4 MAT 120; 3 Total - 17</i>
<b>YEAR 2 - FALL :</b>	STA 210 or STA 296; 3 Free Elective; 3 ECO 201; 3 Professional Support Elective (200-level); 3 MAT 237; 3 Total - 15	<b>YEAR 2 – SPRING:</b>	<i>UK Core Arts &amp; Creativity; 3 ACC 201; 3 ECO 202; 3 Professional Support Elective (200-level); 3 MAT 247; 3 Total - 15</i>
<b>YEAR 3 - FALL:</b>	MKT 300; 3 RTM 340; 1 MAT 315; 3 RTM 345; 3 ACC 202; 3 Total - 13	<b>YEAR 3 - SPRING:</b>	<i>MAT Major Selection; 3 MAT 414; 3 MGT 301; 3 MKT 320; 3 Free Elective; 3 Total - 15  RTM 499; 6 (taken during the following summer) Total - 6</i>
<b>YEAR 4 - FALL:</b>	MAT Major Selection; 3 MAT 470; 3 MAT 510; 3 MAT 514; 3 Total - 12	<b>YEAR 4 - SPRING:</b>	<i>RTM 425; 3 MAT Major Selection; 3 Professional Support Elective (300-level); 3 Professional Support Elective (300-level); 3 Total - 12</i>

**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 Retailing and Tourism Management	January 18, 2017	Vanessa Jackson / 257-7633 / vanessa.jackson@uky.edu
	College of Agriculture, Food and Environment Undergraduate Council	2/3/17	Larry J. 7r 34681 lqmbau@uky.edu Grabau
			/ /
			/ /
7b	(Collaborating and/or Affected Units)		
			/ /
			/ /
			/ /



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<b>7c</b>	<b>(Senate Academic Council)</b>	<b>Date Approved</b>	<b>Contact Person Name</b>
	Health Care Colleges Council (if applicable)		
	Undergraduate Council	4/4/17	Joanie Ett-Mims



College of Agriculture,  
Food and Environment

*Center for Student Success*

February 16, 2017

MEMORANDUM

TO: Vanessa Jackson, Chair, Retailing and Tourism Management Department

FROM: Larry Grabau, Associate Dean for Instruction

RE: Support for GEN 100 instruction

It is my understanding that the B.S. program for Merchandising, Apparel and Textiles is considering a requirement for their students which would invoke GEN 100 for all students. The Center for Student Success stands ready to provide that instruction, should these students be directed to enroll in this course.

**see blue.**

## Swanson, Jason R

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**From:** Alexander-Snow, Mia  
**Sent:** Monday, February 13, 2017 1:33 PM  
**To:** Swanson, Jason R  
**Cc:** Grabau, Larry  
**Subject:** RE: SACSCOC Sub Change--PIE Response  
**Attachments:** PIE\_SACS\_UK Course Listings Template.FINAL.xlsx

Hello Jason:

Thank you for your email regarding the proposed program change(s) to the **Bachelor of Science in Merchandising, Apparel and Textile (19.0901)**

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:** Additional documentation is required. Please provide the additional documentation as soon as possible
  - Documentation that accrediting body supports curricular changes—
  - Course Listing (refer to attachment)
2. **Verification that PIE has reviewed the proposal:** Based on the information presented, the proposed changes (refer to list below) to the **Bachelor of Science in Merchandising, Apparel and Textile (19.0901)** may be subject to review by SACSCOC for substantive change. However, the proposed program change(s) may move forward in accordance with college and university-level approval processes.

List of Proposed Change(s):

- Remove HES 100 (3 cr. hrs) as a major course requirement
- Remove FAM 350 (3 cr. hrs) as a major requirement
- Remove FAM 352 (3 cr. hrs) as a major requirement
- Remove MAT 425 (3 cr. hrs.)
- Add MAT 510 (3 cr. hrs.)
- Increase the Guided Electives requirement from 6 hours to 12 credit hours
- Add 3 credit hours of professional support electives 300-level or higher
- Add 1 credit hour of free electives to bring total degree hours to 120
- Add HMT 570 to options

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>

## Undergraduate Curriculum Committee Meeting Minutes, February 3, 2017

Members present: McNear, Haynes, Geneve, Swanson, Jacobsen, Lhotka, Brown, Vincent, Lee, Ricketts, Crofchek, and Grabau (chairing and recording minutes).

Guest present: Stephenson.

Agenda Item #1: Materials from Department of Dietetics and Human Nutrition:

- Second reading of program change materials for B.S. programs in Dietetics and in Human Nutrition (DHN), and
- Major changes in DHN 312 and 346.

Presentation of the above items was led by Stephenson. Much of the program-level discussion centered on precisely how to state the GEN 100 requirement for these two programs; since the curricular placement of this requirement in other College of Agriculture, Food and Environment programs has been somewhat inconsistent (UK Core, College, pre-major), this left DHN with some uncertainty as to how to prepare their materials. The decision was made to configure this requirement as a college-based requirement. Other discussion at the program level was around other college requirements (e.g., 45 credits at the 300-level). The group agreed that the UCC should focus its attention on the changes requested by the proposal, rather than on whether all current B.S. programs in the college meet every aspect of the college's overall requirements. With respect to the major course changes, the need for an update in the course description for DHN 312 was noted, as was a request for upgraded student learning outcomes in DHN 346. Vincent moved to approve both B.S. program changes (with modest language change regarding GEN 100 as a college requirement) and both course changes (with modest language change as discussed above). Lee seconded, and the motion carried by an 11-0 vote.

Agenda Item #2: Materials from Department of Retailing and Tourism Management (RTM):

- Second reading of program change materials for B.S. program in Merchandising, Apparel and Textiles (MAT),
- First (and, as it turned out, only) reading of program change materials for B.S. program in Hospitality, Tourism and Management (HMT),
- Major change in HMT 420, and
- New course proposal (HMT 414).

Swanson led the discussion of the RTM materials. He indicated that RTM would adjust their language around GEN 100 as a college requirement to match that discussed above for the DHN proposals. This was the main discussion item for the second reading of the MAT proposal. Discussion of the major change in MAT 572 ensued; the UCC called for further clarification of the course syllabus, specifically in areas which had been re-developed to meet GCC calls for a higher level of rigor for graduate students. Brown moved to approve the MAT BS program proposal (with slight modification noted above) and the MAT 572 course change proposal (with pending syllabus clarifications). Ricketts seconded and the motion passed with an 11-0 vote.

Regarding the HMT program proposal, there was an accounting issue regarding the total number of hours at the 300-level; Swanson will adjust the form on that page. There was also a concern about whether or not the program met the criteria for 18 hours of specialty support. Finally, the UCC suggested that HMT needed to check with the Plant and Soil Sciences Department for approval to include PLS 389 as a listing on their program. Pending resolution of these issues, Brown moved to approve the HMT program proposal, Lee seconded, and the motion carried by an 11-0 vote.