

APPLICATION FOR NEW COURSE

1. Submitted by the College of Agriculture Date: October 13, 2008

Department/Division proposing course: Nutrition & Food Science

2. Proposed designation and Bulletin description of this course:

a. Prefix and Number NFS 474

b. Title* Research in Nutrition: Theory

*If title is longer than 24 characters, offer a sensible title of 24 characters or less: _____

c. Courses must be described by at least one of the categories below. Include number of actual contact hours per week..

() CLINICAL () COLLOQUIUM () DISCUSSION () LABORATORY () LECTURE
() INDEPEND. STUDY () PRACTICUM () RECITATION (3) RESEARCH () RESIDENCY
() SEMINAR () STUDIO () OTHER – Please explain: _____

d. Please choose a grading system: Letter (A, B, C, etc.) Pass/Fail

e. Number of credit hours: 3

f. Is this course repeatable? YES NO If YES, maximum number of credit hours: _____

g. Course description:

A required course which allows the student to explore research opportunities in the health field, identify potential funding sources, review institutional review board requirements, and develop a grant proposal based on their own interests in nutrition.

h. Prerequisite(s), if any:

Human Nutrition majors only. Senior standing. NFS 311 (may be taken concurrently with consent of Instructor).

i. Will this course also be offered through Distance Learning? YES NO

If YES, please check one of the methods below that reflects how the majority of the course content will be delivered:

Internet/Web-based Interactive video Extended campus

3. Supplementary teaching component: N/A or Community-Based Experience Service Learning Both

4. To be cross-listed as: _____ / _____
Prefix and Number printed name Cross-listing Department Chair signature

5. Requested effective date (term/year): Fall / 2009

APPLICATION FOR NEW COURSE

6. Course to be offered (please check all that apply): Fall Spring Summer
7. Will the course be offered every year? YES NO
If NO, please explain: _____
8. Why is this course needed?
The human nutrition major prepares students to seek advance degrees in the areas of nutrition, pharmacy, physical therapy, medicine, dentistry, physician assistant studies, and other professional, health-related field. A solid foundation knowledge of research is essential for success in these professions. This course will allow the undergraduate student to learn about research, available funding, IRB requirements, ethics, and grant writing guidelines.

9. a. By whom will the course be taught? Dr. Tammy J. Stephenson
- b. Are facilities for teaching the course now available? YES NO
If NO, what plans have been made for providing them?

10. What yearly enrollment may be reasonably anticipated?
40
11. a. Will this course serve students primarily within the department? Yes No
- b. Will it be of interest to a significant number of students outside the department? YES NO
If YES, please explain.

12. Will the course serve as a University Studies Program course[†]? YES NO
If YES, under what Area? _____
[†]AS OF SPRING 2007, THERE IS A MORATORIUM ON APPROVAL OF NEW COURSES FOR USP.
13. Check the category most applicable to this course:
- traditional – offered in corresponding departments at universities elsewhere
- relatively new – now being widely established
- not yet to be found in many (or any) other universities
14. Is this course applicable to the requirements for at least one degree or certificate at UK? Yes No
15. Is this course part of a proposed new program? YES NO
If YES, please name: _____
16. Will adding this course change the degree requirements for ANY program on campus? YES NO
If YES[†], list below the programs that will require this course:
B.S. in Human Nutrition

NFS 474 Research in Nutrition: Theory

FALL 2009 COURSE SYLLABUS

Instructor: Tammy J. Stephenson, PhD
Office: 121 Funkhouser Building
Office Hours: Monday 12-12:45, Wednesday 10-10:45, or by appointment
Mailbox: 209 Funkhouser Building
Phone: 257-2353 (office) or 351-3881 (mobile)
E-Mail: tjhann00@uky.edu (the best way to reach me)

Course Description

A required course which allows the student to explore research opportunities in the health field, identify potential funding sources, review institutional review board requirements, and develop a grant proposal based on their own interests in nutrition.

Prerequisites

Human Nutrition majors only. Senior standing. NFS 311 (may be taken concurrently with consent of Instructor).

Required Textbook

Monsen, ER. *Research: Successful Approaches*, Third Edition, 2008. American Dietetic Association.

Student Learning Outcomes

Upon completion of the course students should be able to:

- (1.) Show a clear understanding of research design and the various forms of research that can be completed.
- (2.) Describe laboratory and clinical research trials being conducted at the University of Kentucky and throughout the city and state.
- (3.) Write a professional grant and describe funding that is available to students for undergraduate research.
- (4.) Explain regulatory agencies, such as the Institutional Review Board (IRB), and document successful completion of IRB and Laboratory Safety training.
- (5.) Express opinions on relevant issues related to ethics in research with an emphasis on bioethics.

- (6.) Describe statistical terminology frequently presented in journal articles and basic statistics to be utilized in evaluating data.
- (7.) Show enhanced writing skills, particularly as related to scientific writing.
- (8.) Utilize library and internet search engines to research relevant scientific journal articles.
- (9.) Demonstrate excitement for the most current advances in nutrition and food science and to pursue any individual research interests that you may have.

COURSE REQUIREMENTS

Assignments

All assignments are due by 12:00 pm on the day that they are due. Students will lose 3 points (out of 10 possible) for each day the assignment is turned in after the due date. NO assignments can be turned more than 5-academic days after the due date. Assignments are either submitted via e-mail or hard copy.

(1.) Laboratory Safety and IRB Training

Students will complete laboratory safety and Institutional Review Board training through the University of Kentucky. These trainings are available online. Details of how to access the training sites are provided on Blackboard. Hard copies of the verification notices should be left in my mailbox.

(2.) eUreKa Scavenger Hunt

The eUreKa website is an excellent tool for learning more about undergraduate research opportunities available at the University of Kentucky. There are numerous scholarships, grants, and presentation opportunities for students. Details on this assignment are provided on Blackboard. Students will submit their assignment to the Instructor via e-mail.

Papers

All papers must be typed using 12-font and standard margins. Papers are due by 12:00 pm on the day that they are due. Students will lose 3 points (out of 10 possible) for each day the paper is turned in after the due date. NO papers can be turned more than 5-academic days after the due date. Papers are submitted via e-mail.

(1.) Ethics in Research

Students will write a 2-4 page paper on the importance of ethics in research. Students will independently research this topic using the required text as a guide. The paper should explore concerns that one might have in research, particularly related to clinical research. Why do we have to be so careful to ensure that participants are anonymous and that they have provided informed consent? Suggested readings can be found on the course website.

(2.) Faculty Research at the University of Kentucky

Students will write a 2-4 page paper on one faculty member at UK and the research that they are doing related to nutrition. Any faculty from the Department of Nutrition & Food Science, School of Human Environmental Sciences, College of Agriculture, or the Graduate Center for Nutritional Sciences can be used. Students will locate current journal articles published by the faculty member and review their area of emphasis and research methodology.

Textbook Reading Assignments

Students will be completing eight textbook reading assignments throughout the course of the semester. Students are required to read the assigned chapters and answer several questions related to those chapters. Responses to the questions must be typed and e-mailed to the Instructor by 12:00 pm on the day that they are due. NO late assignments will be accepted. Individual questions *will not be graded* by the Instructor, but students will earn 2 points for turning in a complete assignment. Points will be deducted accordingly for incomplete assignments. These reading assignments will serve as excellent tools for studying for the midterm and final exams. Students should expect similar questions on each of the exams.

Assignment due-dates and detailed instructions on each reading assignment are provided on Blackboard.

Your Own Research Grant

Students will develop a research project that will actually be completed in NFS 475 (Spring semester). Students are expected to come up with an interesting and innovative topic to research. They will then write a 5-page grant describing their research problem, background literature, and research design. The grant submitted for this part of the course will serve as a draft. Then, students will resubmit the grant at the beginning of NFS 475W. This is a key element to the class as it will serve as the foundation for NFS 475W. Specific guidelines and instructions for the grant preparation are available on Blackboard.

All grants must be typed using 12-font and standard margins. Grants are due by 12:00 pm on the day that they are due. Students will lose 4 points (out of 15 possible) for each day the paper is turned in after the due date. NO grants can be turned more than 5-academic days after the due date. A hard copy of the grant should be placed in the Instructor's mailbox.

IRB Exemption Certificate Request

Students will complete an IRB Exemption Certificate Request for their research project. You will NOT submit it to the IRB, but to the Instructor. If you think you might want to publish your research in Kaleidoscope (the undergraduate research journal at UK) or somewhere else we will need to then submit the forms to the IRB over the holiday break. Please read the instructions for completing the form carefully. A sample form is provided on Blackboard.

All forms must be typed using 12-font and standard margins. Forms are due by 12:00 pm on the day that they are due. Students will lose 3 points (out of 10 possible) for each day the paper is turned in after the due date. NO assignments can be turned more than 5-academic days after the due date. A hard copy of the forms should be placed in the Instructor's mailbox.

Exams

There will be two exams for this course - a midterm exam and a final exam. Each exam will be worth 100 possible points. Exams will have both multiple choice and short-answer questions. Exams will be completed on Blackboard. Students have between 7 am and 11 pm to take the exam. Exams must be taken on a University of Kentucky computer in one of the Computer Labs. Students will have exactly 90 minutes to complete each exam. Keep in mind you may NOT use the back arrow when taking an exam or the entire exam will lock-up. If you lock-up the computer while taking an exam please contact the Instructor immediately. However, as long as you are using a UK computer and do not try to go back to a question (the MAIN reason the system locks up) then this should not be an issue. Those students not completing the exam during the required 17 hour period will automatically receive a 0 on the exam. Make-up exams can only be given for those students with University-approved excuses. Students must contact the Instructor within 3 days of the exam to schedule a make-up.

Online Discussion Board

Students will participate in online discussion throughout the course of the semester. Students are expected to engage in discussion at least once per week throughout the semester and will earn up to 5 points for their participation. Failure to participate in

discussion will result in a 1-point reduction (out of the possible 5, and up to 5) for each week that the student does not participate. The discussion board is on the course Blackboard website. The Instructor will pose discussion questions, but students are also invited to ask their own questions about anything related to the class!

BLACKBOARD 6.0

Students must access Blackboard (www.elearning.uky.edu) for use of the NFS 591 course website. All communication throughout the semester will occur via Blackboard. As such, students are expected to access the course site *at least three times per week* to view important announcements and participate in the discussion board. The website provides information on all assignments, papers, and exams. As well, the external links are carefully chosen to help you when completing work in this course. Please read all of the information provided and check the site frequently.

STUDENT EVALUATION

		<u>% of total grade</u>
Assignments	Lab safety & IRB training	5
	eUreKa scavenger hunt	5
Papers	Ethics in research	10
	Faculty research at UK	10
Textbook reading	Eight assignments due (2% for each)	16
Midterm exam		12
Final exam		12
Grant		15
IRB forms		10
Discussion board		5

Final Grading Scale

89.5-100	A	59.5-69	D
79.5-89	B	< 59	E
69.5-79	C		

Excused Absences (from the UK Handbook)

S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences:

1. Serious illness
2. Illness or death of family member
3. University-related trips

4. Major religious holidays
5. Other circumstances you find to be "reasonable cause for nonattendance"

Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family.

Academic Dishonesty

Scholastic dishonesty is not tolerated. Forms of scholastic dishonesty include, but are not limited to: plagiarism (copying or using someone else's work as your own - intellectual theft), utilization of unauthorized materials during academic evaluations, and giving or receiving unauthorized assistance during evaluations. Even evidence of inadvertent improper use of materials can result in a charge of academic dishonesty.

Penalties for academic dishonesty vary depending on the severity of the offense and any previous offenses. The minimum penalty for a first offense is a zero on the assignment in question and a final grade reduction of one letter grade. Serious or repeat offenses will result in an E or XE grade for the course.

For more information, see Part II, Section 6.3.0 of "The Code of Student Conduct" which can be viewed online at <http://www.uky.edu/StudentAffairs/Code/part2.html>. You may also want to visit the Academic Ombud's website: <http://www.uky.edu/Ombud>. There you will find a paper "Plagiarism: What is it?" and an online tutorial entitled "How to avoid plagiarism."

NFS 474 COURSE SCHEDULE

FALL 2009

DUE DATE	WHAT?	How Submitted
Friday, Sept. 5	Textbook Assignment - Part 1	E- mail assignment to Instructor
Friday, Sept. 12	Textbook Assignment - Part 2	E- mail assignment to Instructor
Friday, Sept. 19	IRB & Lab Safety Training Textbook Assignment - Part 3	Hard copies of certifications in Instructor's mailbox E- mail assignment to Instructor
Wed, Oct. 1	PAPER: Ethics in Research	E-mail assignment to Instructor
Friday, Oct. 3	Textbook Assignment - Part 4	E- mail assignment to Instructor
Thurs, Oct. 9	MIDTERM EXAM	Online between 7 am and 7 pm
Friday, Oct. 17	Textbook Assignment - Part 5	E- mail assignment to Instructor
Monday, Oct. 27	eUreKa Scavenger Hunt	E-mail assignment to Instructor
Friday, Oct. 31	Textbook Assignment - Part 6	E- mail assignment to Instructor
Tuesday, Nov. 11	Textbook Assignment - Part 7	E- mail assignment to Instructor
Friday, Nov. 14	PAPER: Faculty Research at UK	E-mail assignment to Instructor
Monday, Nov. 17	Textbook Assignment - Part 8	E- mail assignment to Instructor
Friday, Nov. 21	FINAL EXAM	Online between 7 am and 7 pm
Tuesday, Dec. 2	Your Own Research Grant	Hard copy to Instructor
Monday, Dec. 15	IRB Exemption Forms	Hard copy to Instructor

UNIVERSITY SENATE ROUTING LOG

Proposal Title: New Course NFS 474

Contact Person (name, email & phone #): Tammy Stephenson, 7-2353, tjhann00@uky.edu

Instruction: To facilitate the processing of this proposal please identify the groups or individuals reviewing the proposal, identify a contact person for each entry, provide the consequences of the review (specifically, approval, rejection, no decision and vote outcome, if any) and please attach a copy of any report or memorandum developed with comments on this proposal.

Reviewed by: (Chairs, Directors, Faculty Groups, Faculty Councils, Committees, etc.)	Contact person Name (phone/email)	Consequences of Review:	Date of Proposal Review	Review Summary Attached? (yes or no)
NFS Faculty	Janet Kurzynske 7-3800 jkurzyns@uky.edu	Approved	May 12, 2008	minutes
College Undergrad Curriculum Committee	Mike Mullen 7-3469 mike.mullen@uky.edu	Approved	Oct 13, 2008	minutes

NFS faculty meeting May 12, 2008

Present: Perry, Brown, Roseman, Adams, Stephenson, Gaetke, Bastin, Forsythe, Kurzynske (presiding), Webber (recording)

- Approval of March minutes- Tammy moved, Steve seconded, passed unanimously; Maggie Cook-Newell sent in vote for approval via email.
- Curriculum Committee- Changes to Tammy's class have been approved by the departmental curriculum committee. Sunny's HMT 370 class was voted on for approval by department faculty, Hazel moved for approval and Sandra seconded, passed unanimously. Now both classes can be forwarded to the College Curriculum Committee.
- Summer intern- Erika Johnson- She has just finished her sophomore year in dietetics and is funded by cooperative extension. She will be working with our department this summer, helping with 208 in the 4-week session and then doing the purchasing for 208 and 304. She will also be helping with the Food and Nutrition Conference in May. If anyone has a summer project and would like Erika's help let Janet K. know.
- Cheating and Plagiarizing- This semester we have had major occurrences of both cheating (on a take home exam) and plagiarizing (for a paper, from the internet). Currently we are using the process recommended by the provost for dealing with these issues, including making individual decisions as faculty on the punishment for cheating and plagiarizing. What can we do in the future to deal with these issues? We can make sure our syllabi contain the university policy and we can emphasize in our classes. We are not sure what other departments are doing. The discussion was tabled and it was decided that a committee may be formed in the fall to consider making more formal departmental guidelines for handling punishment for these offenses.
- Job descriptions for TA's- There is a need to write a job description for the TA's to protect them and clarify roles for faculty. The policy and procedures committee, Hazel, Kwaku, and Janet Tietyen were asked to draft a TA job description over the summer.
- Procedures for course approvals- The department, in particular HMT, has experienced some problems with procedures for course approvals this year. In the interest of academic freedom, the discussion for course approval procedures was opened. The consensus was for the need for new courses to be approved by all faculty, but the content of the new course to be approved by the specific area faculty only. The course would then be sent to the curriculum committee which would make sure all of the proper guidelines were followed. We may need to add this to our policy and procedures manual.
- Students with disabilities- Janet K. asked if we would like to have someone come in and speak to us as a group on students with disabilities. After some discussion, the consensus was to invite someone in to speak to us at the fall HES retreat on this topic.

- HES August Retreat- Janet announced that the retreat would be on August 21st and 22nd this year and that all faculty should block off both of those days for attending the conference. It will probably be on campus this year and we will probably have ½ day to meet separately as a department.
- Janet K. gave a budget update from her meeting with the Dean earlier in the day.
 - Mileage will probably go up on July 1st and may also have a mid-year adjustment.
 - There will be no pay increases for any university employees this year.
 - The increased cost of health benefits will be covered by the university this year.
 - The Dean and Provost will meet next week to discuss undergraduate enrollment and generation of tuition. The Provost may return some funds and positions to departments who generate the most tuition. This would benefit all of HES.
 - The hiring freeze will probably be lifted around July 1st, but departments still have to ask for permission to hire.
 - RE: more efficient ways to teach- there are two people who have retired from extension that can come back and work part-time
 - The college will fund graduate students through the Lyman T. Johnson fellowship this fall
 - Departments were instructed not to operate in the red this coming year.
 - Linus Walton's position will not be filled when he retires.
 - SACs accreditation is coming up.
 - The business office is restructuring.
 - Janet K. is still working on our departmental budget. There will some changes to DOE's but that has not been finalized yet. Tammy will be the new director of Human Nutrition as Kwaku will be 50% with the graduate school this fall.
- HES website- The HES website is being updated and is presently unavailable. The goal is for all departments to look consistent. There is also a push to add more extension and research information to the website. Hollie will be able to update our website after these changes are made.
- Round-Up- Will be Sept. 30th this year.
- Ag Communications will be buying new color printers and selling the printing presses. When this is done faculty need to check with them before Kinko's for pricing. There is also a new photo gallery from the College of Ag that we can access and use.
- Desmond suggested that there was a need for a new copier in Erikson Hall.
- Updates-
 - HMT- Sunny's sabbatical for July-Dec. 2008 was approved by the dean.
 - Dietetics- The 5-year program assessment report is due in October for the DPD and CP.
 - HN- no updates
 - Exit survey- no updates

- Food systems position- the committee has met yet, but need to start working on the position description and have something together by June 1st.
- Advising notebooks- HN and dietetics have updated their materials and they are ready to be put into the notebook. HMT needs to look at their materials and they will use Tammy's as a guide, and then submit their materials for the notebook.
- April minutes-Changes suggested; Sandra moved to approve with changes, Kelly seconded, all approved.
- Desmond reported on HMT 499 that at least 5 students have turned in their notebooks after receiving the letters he mailed in regards to finishing up degree requirements.

College of Agriculture
Undergraduate Curriculum Committee
Minutes – Oct. 13, 2008

Members Present: Lee Edgerton, Cheryl Mimbs, Donna Smith, Tammy Stephenson, Deborah Witham, Mike Mullen.

Absent: Desmond Brown, Bob Coleman, Clair Hicks, Bob Houtz, David Williams,

The committee first considered the change of AED 435 to AED 583. As described by Dr. Mimbs, this change allows the course to be taught in sequence with AED 580 and 586. Students are required to take 435 after 580 and before 586. This numerical change makes for better alignment of the curriculum. Witham moved to approve the proposal, Stephenson seconded. Motion passed unanimously.

The next items to be considered were the proposals for the new NFS courses, 474 and 475W. These courses are already being taught as NFS 591 (Special Problems) and are required in the Human Nutrition BS program. The W is already being awarded under this arrangement. Therefore, these courses simply make permanent these requirements in the program. Mimbs motioned approval of the courses, and Edgerton seconded. Further discussion highlighted the need for updating the syllabi to include student learning outcomes, and the fact that the Human Nutrition program would need a minor change to reflect that now NFS 474 and 475W would be required rather than 6 hours of NFS 591. The committee agreed that this was a minor change to the curriculum. The motion was amended to reflect that the learning outcomes needed to be added and program needed to be amended. Motion passed unanimously.

The committee then considered the proposal for HMT 370. The Committee noted that this course would also necessitate a change in the HMT BS program to reflect its inclusion in the menu of directed HMT electives that a student could take. Mimbs moved approval of the course. Brown seconded. Unanimous approval.

The meeting was adjourned.