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 (*OSPIE@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.			
☒ Courses	☐ Program name	☐ Total required credit hours	☐ Student learning outcomes
☐ Criteria for admissions/progression/termination		☐ Certificate assessment	☐ Other

1. General Information				
1a	Date of contact with Institutional Effectiveness (IE)[1] :		1/31/18	
	☒ Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.			
1b	College[2]:	Nursing	Department[2]:	
1c	CIP code[3]:	51-3801	Today's Date:	1/31/18
1d	Current major name: (Biology, Design, etc.)	Nursing	*Proposed major name:*	*Nursing*
1e	Current Degree (BA, BFA, etc.):	BSN	*Proposed degree:*	BSN
1f	Will there be any changes regarding a track(s) for the program?		Yes ☐	No ☒
1g	Accrediting agency, if applicable:	CCNE		
1h	Date of most recent periodic program review for this degree:	October 2012		
1i	Requested effective date: ☐ Fall semester following approval.	OR	☒ Specific Date[4]: *Fall 2018*	

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[1] 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 (257-1962 or OSPIE@uky.edu).

[2] It is not possible to change the home academic unit of a degree program via this form. To change the home unit, visit https://www.uky.edu/universitysenate/forms and look for the heading, "Forms Related to Academic Organizational Structure."

[3] 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.

[4] No program change(s) will be effective until all approvals are received.

1j	Contact person name:	Darlene Welsh		Phone / Email:	3-6620 / jdwels0@uky.edu

2. Overview of Changes

2a	Describe the rationale for the changes, including results from the most recent program review if applicable. (*450 word limit*)
	In an effort to reduce cost of part time instruction and to improve student learning, we are separating content in an 8 credit course into separate courses of 5 credits and 3 credits. The total credit hours remains the same.

2b	Use the fields below, as applicable, to identify the areas in which changes will be made.		
		Current	*Proposed*
i.	Credit Hours of Premajor Courses:		
ii.	Credit Hours of Preprofessional Courses:		
iii.	Credit Hours of Major Core Course Requirements	8	*8*
iv.	Minimum Credit Hours of Guided Electives:		
v.	Minimum Credit Hours of Free Electives:		
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:		
	200-level:		
	300-level:		
	400-level:		
	500-level:		
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:	120	120

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 ☐	No ☒
	If "Yes," describe generally the courses and how they will used.		
	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[5] of each unit from which individual courses will be used.		

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[5] A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

	☐ 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 ☐ No ☒
	If "Yes," the department must also submit a change form to change the minor.

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 ☐ No ☒
	If "Yes," note the specific changes in the grid below.

UK Core Area	Current Course	Current Credits	*Proposed Course*	*Proposed Credits*
I. Intellectual Inquiry				
Arts and Creativity				
Humanities				
Social Sciences				
Natural/Physical/Mathematical				
II. Composition and Communication				
Composition and Communication I	CIS/WRD 110	3	*CIS/WRD 110*	*3*
Composition and Communication II	CIS/WRD 111	3	*CIS/WRD 111*	*3*
III. Quantitative Reasoning				
Quantitative Foundations				
Statistical Inferential Reasoning				
IV. Citizenship (one course in each area)				
Community, Culture & Citizenship in USA				
Global Dynamics				
Total UK Core Hours	_____		_____	

3b	Provide the Bulletin language about UK Core.

4. Graduation Composition and Communication Requirement

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 ☐ No ☒
	If "Yes," note the specific changes below, including changes to credit hours.
	If the course(s) used are from outside the home unit, one piece of supporting documentation is required.
	☐ Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director[6] from which individual courses will be used.
	Current / *Proposed*

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[6] A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.

i.	☐ Single course in home unit:		☐ *Single course in home unit:*
ii.	☐ Multiple courses in home unit.		☐ *Multiple courses in home unit.*
iii.	☐ Single course outside home unit.		☐ *Single course outside home unit.*
iv.	☐ Multiple courses outside home unit.		☐ *Multiple courses outside home unit.*
v.	☐ Course(s) inside & outside home unit.		☐ *Course(s) inside & outside home unit.*
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 ☐		No ☒

Current			Proposed		
☐ Standard college requirement			☐ *Standard college requirement*		
☐ Specific course			☐ *Specific course*		
Prefix & Nmbr	Credit Hrs	Title	*Prefix & Nmbr*	*Credit Hrs*	*Title*	*Course Status[7]*
						Select one....
						Select one....
						Select one....

5b	Will the existing language in the Bulletin about college-level requirements change?	Yes ☐ No ☒
	If "Yes," provide the new language below.	

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 ☐	No ☒

Current			Proposed		
Prefix & Nmbr	Credit Hrs	Title	*Prefix & Nmbr*	*Credit Hrs*	*Title*	*Course Status[8]*
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

5d	Provide the Bulletin language about pre-major or pre-professional courses below.

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[7] 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").

[8] Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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[9]
NUR 201	8	Assessment & Hlth Promo Across the Lifespan	NUR 202	5	Health Promo Across the Lifespan	New
			NUR 203	3	Physical Assessment Acros the Lifespan	New
						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.

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 ☒

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status[10]
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

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[9] Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.
[10] Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

5h	Provide the Bulletin language for guided electives.

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 ☒

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[11]
						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.

YEAR 1 – FALL: (e.g. "BIO 103; 3 credits")	ANA 109, 4 cr BIO 103, 3 cr CIS 110, 3 PSY 100, 4 cr UK Core, 3 cr	**YEAR 1 – SPRING:**	*ANA 110, 4 cr* *CHE 103, 4 cr* *CIS 111, 3 cr* *UK Core, 6 cr*
YEAR 2 - FALL :	NUR 202, 5 cr NUR 200, 2 cr NUR 203, 3 cr DHN 212, 3 cr BIO 208, 3 cr	**YEAR 2 – SPRING:**	*NUR 210, 3 cr* *NUR 211, 7 cr* *STA 210, 3 cr* *UK Core, 3 cr*
YEAR 3 - FALL:	NUR 300, 3 cr NUR 301, 6 cr NUR 540, 3 cr UK Core, 3 cr	**YEAR 3 - SPRING:**	*NUR 310, 3 cr* *NUR 311, 5 cr* *NUR 313, 5 cr* *Elective, 3 cr*
YEAR 4 - FALL:	NUR 400, 3 cr NUR 401, 5 cr NUR 403, 5 cr	**YEAR 4 - SPRING:**	*NUR 410, 2 cr* *NUR 411, 5 cr* *NUR 413, 6 cr*

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[11] Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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)			
		Undergraduate Faculty	**12/1/17**	**Darlene Welsh / 3-6620 / jdwels0@uky.edu**
		Dean	**12/1/17**	**Janie Heath / 3-6533 / janie.heath@uky.edu**
				/ /
				/ /
7b	(Collaborating and/or Affected Units)			
				/ /
				/ /
				/ /
				/ /
				/ /

			Date Approved	Contact Person Name
7c	(Senate Academic Council)			
		Health Care Colleges Council (if applicable)		
		Undergraduate Council	3/6/18	Joanie Ett-Mims

Joanne,

Thank you for your emails regarding the proposed program change(s) to the **Bachelor of Science in Nursing** (51-3801).

My email will serve 2 purposes: 1.) Next steps for SACSCOC, and 2.) Verification and notification that you have contacted the Office of Strategic Planning and Institutional Effectiveness (OSPIE)—a Senate requirement for proposal approval.

1. **Next steps for SACSCOC:** None required
2. **Verification that OSPIE has reviewed the proposal:** Based on the proposal documentation presented and Substantive Change Checklist, the proposed program changes (refer to list below) are not substantive changes as defined by University or SACSCOC, the university's regional accreditor. Therefore, no additional information is required by the Office of Strategic Planning & Institutional Effectiveness at this time. The proposed program change(s) may move forward in accordance with college and university-level approval processes.

List of Proposed Change(s):
- Separate content in an 8 credit course (NUR 201) into separate courses of 5 credits (NUR 202) and 3 credits (NUR 203. This action is intended to reduce costs for part time instruction.

Should you have questions or concerns about UK's substantive change policy and its procedures, please do not hesitate contacting me.

Alice Mathews

Third time's the charm. Thank you for your help.

Joanne Davis
Assistant Dean for
Student and Academic Services
UK College of Nursing
315 CON Bldg.
Lex, KY 40536-0232

Phone 859-323-6135
FAX 859- 323-1057

Call to order: Dr. Kristin Ashford

Attendees: Kacy Allen-Bryant, Cathy Catlett, Tammy Courtney, Jennifer Cowley, Alexandra Dampier, Jan Forren, Julia Hall, Fran Hardin-Fanning, Carole Haurylko, Angela Hensley, Vicki Hensley, Joanne Matthews, Suzie Pilon, Lee Ann Walmsley, Darlene Welsh, Joanne Davis, Hartley Feld, Karen Butler, Debra Anderson, Cheryl Witt, Amanda Fallin-Bennett, Stephanie Kehler, Paula Kral, James Hayhurst

Recorder: Darlene Welsh

Topic/Speaker	Key Points

Announcements
K. Ashford
	• Reviewed information from PowerPoint presentation:
	   a. Initiatives to increase efficiency include creating one section for courses that currently have multiple sections, moving NUR 201 into two separate courses, and postponing the splitting of courses that have didactic and clinical components to a future date.
	   b. Provided tips from the AACN conference, Dr. Ashford will send relevant PowerPoints to the faculty

UPC **J. Matthews** **A. Dampier**	• Dr. Matthews reported that UPC approved the NUR 201 course change proposal from Dr. Dampier at this morning's meeting. Dr. Dampier presented the proposal to the UGF for a vote. The proposal to split NUR 201 into two new courses – NUR 202 and NUR 203 was approved. Vote: yes (22), no (0), abstain (0)
Other business **K. Ashford**	• Faculty were reminded to send student center proposals to Dr. Ashford today • Faculty were advised to send questions for the curriculum assessment survey to Dr. Ashford • Faculty were advised to read the book, Concept-based Nursing, distributed to UG Faculty in Spring, 2017 • Plans to arrange a professional development series including experts in concept-based nursing education and the new NCLEX test plan
Med Vet Track **F. Hardin-Fanning**	• Faculty were encouraged to complete the Med Vet quiz

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CON VALUES
- **U** Unique and innovative contributions to healthcare
- **K** Knowledge and evidence-based practice
- **C** Collaborative and diverse learning environments
- **O** Open and respectful relationships
- **N** Nursing leadership and recognition
  Approved 05/13/15

GUIDING PRINCIPLES FOR CONDUCTING MEETINGS
1. Listen to all ideas and consider alternative perspective
2. Acknowledge and respect others and external guests
3. "Call the Question" when discussion is repetitive
4. One on one, clear up issues within 3 days
5. Avoid talking about an individual or specific situation unless relevant to the purpose of the meeting
6. Challenge/criticize the issue/idea, not the person
7. Speak for yourself without generalizing
8. Have one conversation at a time, avoid side conversations
9. Engage in meeting, avoid phone calls, checking emails, working on laptop, etc.
   Approved Faculty Meeting, 10/5/2009