UK
UNIVERSITY OF
KENTUCKY

MEMORANDUM

To: Jim Lindsay

From: Phyllis Nash

Re: Proposal to update status for ITV classes in the Physical Therapy curriculum

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I am submitting a request from the Division of Physical Therapy to change the section numbers for a number of courses to correctly identify them as Distance Learning courses. The proposal has been approved by the Division Director for Physical Therapy, Chair of the Department, and the Academic Affairs Committee for the College of Health Sciences.   I endorse the request and route it to you for consideration by the appropriate committees.

see blue.
An Equal Opportunity University

August 17, 2012

To: Sharon Stewart, Ed.D. – *Interim Dean of the College of Health Sciences*
        Phyllis Nash, Ph.D. – *Interim Associate Dean for Academic Affairs*

From: Richard Andreatta, Ph.D. - *Chair – CHS Academic Affairs Committee*

RE: Proposal to update status for ITV classes in PT curriculum

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The Academic Affairs Committee has approved the request to update the status for ITV classes in the PT curriculum as proposed by the PT faculty (submitted by Dr Tony English and Debra Kelly). The committee has carefully reviewed this document and recommends approval of all changes in their entirety.

U.K

UNIVERSITY OF KENTUCKY
College of Health Sciences
Division of Physical Therapy

900 South Limestone
204 CTW Building
Lexington, KY 40536-0200
(859) 323-1100 Ext. 80494
Fax (859) 323-6003

August 8, 2012

Memo to: Health Care Colleges Council

From: Tony English, PT, PhD, Division Director

RE: change of status for ITV classes in the PT curriculum

This memo is to inform the Council that the attached course change form is being presented in order to change existing courses from a section number indicating the course is taught exclusively on the Lexington Campus to a section number that correctly identifies the courses as distance learning courses. Since the inception of the expansion campus at the Center for Excellence in Rural Health in Hazard, KY, the PT program has provided traditional lecture/seminar courses via interactive television technology. These were originally established as sections that did not reflect distance learning for a number of reasons. It recently came to our attention that these courses should have a section number that reflects the distance learning technology that is being used. After contacting Sheila Brothers in the University Senate office, I was advised to send forward one course change form and this memo identifying the courses in the curriculum that should have an additional section number that will be used by the Lexington based students. The Hazard campus students have unique section numbers indicating that site (500 level) that will remain unchanged. I was also advised to submit distance learning forms for each of the two types of courses listed below.

The following courses have more than 50% of their content delivered in real time via interactive television. The delivery and content of these classes has not been changed, only the section number is in need of change. These courses are listed in one of two categories: 100% lecture via ITV, or part lecture and part lab in which the lecture material is delivered via interactive television and the lab portion is done on site at each campus by the instructors.

Lecture only courses include:
PT 804-001 (3 credits) change to -201
PT 854-001 (4 credits) to -201
PT 834-001 (3 credits) to -201
PT 770-001 (2 credits) to -201
PT 603-001 (1 credit) to -201
PT 645-001 (3 credits) to -201
PT 867-020 (1 credit) to -220
PT 831-001 (2 credits) to -201
PT 604-001 (1 credit) to -201
PT 887-001 (1 credit) to -201
PT 628-001 (2 credits) to -201
PT 830-020 (2 credits) to -220
PT 860-001 (3 credits) to -201.

Lecture/lab courses include:
PT 805-001 (3 credits) change to -201
PT 856-020 (2 credits) to -220
PT 877-020 (3 credits) to -220
PT 652-001 (3 credits) to -201
PT 825-001 (2 credits) to -201
PT 676-001 (2 credits) to -201
PT 826-001 (2 credits) to -201
PT 650-001 (3 credits) to -201
PT 847-001 (3 credits) to -201
PT 654-001 (3 credits) to -201
PT 821-020 (2 credits) to -220
PT 827-001 (2 credits) to -201
PT 651-001 (3 credits) to -201
PT 655-001 (3 credits) to -201

COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1.	**General Information.**					
a.	Submitted by the College of:	Health Sciences		Today's Date:	August 9, 2012	
b.	Department/Division:	Rehab Sciences/Physical Therapy				
c.	Is there a change in "ownership" of the course?			YES ☐	NO ☒	
	If YES, what college/department will offer the course instead?		_____			
d.	What type of change is being proposed?	☐ Major	☒ Minor[1] (place cursor here for minor change definition)			
e.	Contact Person Name: Deborah G. Kelly	Email: dgkell1@uky.edu	Phone: 218-0599			
f.	Requested Effective Date:	☒ Semester Following Approval	OR	☐ Specific Term[2]: _____		
2.	**Designation and Description of Proposed Course.**					
a.	**Current Prefix and Number:** see attached	**Proposed Prefix & Number:**	no changes			
b.	**Full Title:** see attached	**Proposed Title:** no changesd				
c.	**Current Transcript Title** (if full title is more than 40 characters): see attached					
c.	*Proposed Transcript Title (if full title is more than 40 characters):* no changes					
d.	**Current Cross-listing:** ☒ N/A	OR	Currently[3] Cross-listed with (Prefix & Number): _____			
	Proposed – ☐ *ADD[3] Cross-listing (Prefix & Number):* _____					
	Proposed – ☐ *REMOVE[3, 4] Cross-listing (Prefix & Number):* _____					

e. Courses must be described by **at least one** of the meeting patterns below. Include number of actual contact hours[5] for each meeting pattern type.

Current:	_____ Lecture	_____ Laboratory[5]	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
	_____ Seminar	_____ Studio	x Other – Please explain:	see attached	

Proposed:	_____ Lecture	_____ Laboratory	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
	_____ Seminar	_____ Studio	x Other – Please explain:	see attached	

f.	**Current Grading System:**	☒ Letter (A, B, C, etc.)	☐ Pass/Fail
	Proposed Grading System:	☒ Letter (A, B, C, etc.)	☐ Pass/Fail

g.	**Current number of credit hours:** see attached	*Proposed number of credit hours:* no chnage
h.	Currently, is this course repeatable for additional credit?	YES ☐ NO ☒

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[1] See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.
[2] Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
[3] Signature of the chair of the cross-listing department is required on the Signature Routing Log.
[4] Removing a cross-listing does not drop the other course – it merely unlinks the two courses.
[5] Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

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COURSE CHANGE FORM

	Proposed to be repeatable for additional credit?			YES ☐	NO ☐
	If YES:	*Maximum number of credit hours:*	_____		
	If YES:	*Will this course allow multiple registrations during the same semester?*		YES ☐	NO ☐
i.	**Current Course Description for Bulletin:**	see course bulletin			
	Proposed Course Description for Bulletin:	*no changes*			
j.	**Current Prerequisites, if any:**	see course bulletin			
	Proposed Prerequisites, if any:	*no changes*			

k.	Current Distance Learning(DL) Status: ☐ N/A ☒ Already approved for DL* ☐ *Please Add[6]* ☐ *Please Drop*
	If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box ☐) that the proposed changes do not affect DL delivery.
l.	**Current Supplementary Teaching Component, if any:** ☐ Community-Based Experience ☐ Service Learning ☐ Both
	Proposed Supplementary Teaching Component: ☐ *Community-Based Experience* ☐ *Service Learning* ☐ *Both*

3.	**Currently, is this course taught off campus?**	YES ☐	NO ☒
	Proposed to be taught off campus?	YES ☐	NO ☒
4.	**Are significant changes in content/teaching objectives of the course being proposed?**	YES ☐	NO ☒
	If YES, explain and offer brief rationale:		
	_____		

5.	**Course Relationship to Program(s).**		
a.	**Are there other depts and/or pgms that could be affected by the proposed change?**	YES ☐	NO ☒
	If YES, identify the depts. and/or pgms: _____		
b.	**Will modifying this course result in a new requirement[7] for ANY program?**	YES ☐	NO ☒
	If YES[7], list the program(s) here:	_____	

6.	**Information to be Placed on Syllabus.**	
a.	☐ Check box if <u>changed to</u> 400G or 500.	If <u>changed to</u> 400G- or 500-level course you must send in a syllabus and *you must include the differentiation* between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See *SR 3.1.4.*)

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[6] You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.
[7] In order to change a program, a program change form must also be submitted.

Rev 8/09

COURSE CHANGE FORM

Signature Routing Log

General Information:

Course Prefix and Number: see attached

Proposal Contact Person Name: Deborah G. Kelly   Phone: 218-0599   Email: dgkell1@uky.edu

INSTRUCTIONS:
Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Janice Kuperstein, Ph.D., Chair, Department of Rehabilitation Science	August 17, 2012	Janice Kuperstein / 859-218-0593 / jkupe0@uky.edu	Janice Kuperstein
Academic Affairs Committee, College of Health Sciences	August 17, 2012	Richard Andreatta, Ph.D. / ichard.andreatta @uky.edu / 859-218-0523	R. Andreatta
Tony English, PhD, PT Div Director PT Program	August 8, 2012	Tony English, PhD / tenglish@uky.edu / (859) 218-0834	Tony English
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision[8]
Undergraduate Council			
Graduate Council			
Health Care Colleges Council	10/1/12	Jim Lindsay, HCCC Coordinator	
Senate Council Approval		University Senate Approval	

Comments:

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[8] Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

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Distance Learning Form

This form must accompany <u>every</u> submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

<u>Introduction/Definition</u>: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. **The *department* proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at http://www.uky.edu/Faculty/Senate/forms.htm).

Course Number and Prefix: see attached	Date: August 9,2012
Instructor Name: Deborah G. Kelly	Instructor Email: dgkell1@uky.edu

Check the method below that best reflects how the majority of course of the course content will be delivered.
Internet/Web-based ☐   Interactive Video ☒   Hybrid ☐

	Curriculum and Instruction
1.	How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations? Interactive Television allows for synchronous interaction. Course syllabi conform to guidelines including DL considerations as appropriate. All students are trained in the use of library and learning resources in their first semester in the program. All students are oriented to Interactive television protocol, how to operate equipment, etc..
2.	How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc. All aspects are identical for the DL students and the classroom-based students: lecture delivery, textbooks, course goals, assessment of outcomes. Laboratory work is conducted by regular and adjunct faculty at both sites.
3.	How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc. All students access Blackboard and other electronic media identically. Proctors are arranged for both sites, all policies are in place and identical for both sites. Both sites have faculty and staff on site to assist them during the day and by email after hours.
4.	Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above? yes If yes, which percentage, and which program(s)? 60% lecture- 40% lab, Physical Therapy program *As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery will be six months from the date of approval.

Abbreviations: TASC = Teaching and Academic Support Center   DL = distance learning   DLP = Distance Learning Programs

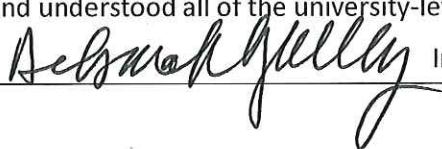Revised 2/12

Distance Learning Form

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5.	How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?	
	Student Services staff are available on both sites.	
	Library and Learning Resources	
6.	How do course requirements ensure that students make appropriate use of learning resources?	
	Llbraries are supplied with identical books when appropriate, duplicates of all CDs, DVDs and hard copy required readings are at both sites when appropriate. On-line assignments are identical.	
7.	Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.	
	Both sites have fully equipped lecture and laboratory spaces and similar equipment and supplies.	
	Student Services	
8.	How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?	
	Dedicated IT personnel at both sites are available at all times during daytime hours. Faculty and staff at both sites interact with IT to assure that ITV transmission is optimal. Faculty and staff are available during a ITV transmission of course materials. Technical difficulties are covered by IT staff.	
9.	Will the course be delivered via services available through the Academic Technology Group (ATG) and Distance Learning Programs (DLP)? Yes ☒ No ☐ If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.	

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Revised 2/12

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10.	Does the syllabus contain all the required components, below? ☒ Yes
	☐ Instructor's *virtual* office hours, if any.
	☐ The technological requirements for the course.
	☐ Contact information for Information Technology Customer Service Center:
	o Web: http://www.uky.edu/UKIT/
	o Phone: 859-218-HELP
	☐ Web Address for Distance Learning Programs: http://www.uky.edu/DistanceLearning
	☐ Procedure for resolving technical complaints.
	☐ Preferred method for reaching instructor, e.g. email, phone, text message.
	☐ Maximum timeframe for responding to student communications.
	☐ Language pertaining academic accommodations:
	o "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu."
	☐ Information on Distance Learning Library Services
	o Carla Cantagallo, DL Librarian
	o Web: http://libraries.uky.edu/DLLS
	o Phone: 859 257-0500, ext. 2171
	o Email: carla@.uky.edu
	o DL Interlibrary Loan Service: http://libraries.uky.edu/page.php?lweb_id=253
11.	I, the instructor of record, have read and understood all of the university-level statements regarding DL. Instructor Name: Deborah G. Kelly *Deborah Kelly* Instructor Signature:

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Error! Hyperlink reference not valid.

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	If yes, which percentage, and which program(s)? 100%, Physical Therapy program *As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery will be six months from the date of approval.

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10.	Does the syllabus contain all the required components, below? ☒ Yes

- ☐ Instructor's *virtual* office hours, if any.
- ☐ The technological requirements for the course.
- ☐ Contact information for Information Technology Customer Service Center:
  - o Web: http://www.uky.edu/UKIT/
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- ☐ Maximum timeframe for responding to student communications.
- ☐ Language pertaining academic accommodations:
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