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)* 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] :		10.06.2016		
	☒ Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.				
1b	College[2]:	Education	Department[2]:	Curriculum and Instruction	
1c	CIP code[3]:	13.1318	Today's Date:	10.10.16	
1d	Current major name: (Biology, Design, etc.)	Secondary Education Social Studies--Anthropology Minor	*Proposed major name:*		
1e	Current Degree (BA, BFA, etc.):	BA	*Proposed degree:*		
1f	Will there be any changes regarding a track(s) for the program?			Yes ☐	No ☒
1g	Accrediting agency, if applicable:		Southern Association for the Accreditation of Colleges and Schools (SACS)		
1h	Date of most recent periodic program review for this degree:		2011-2012		
1i	Requested effective date:	☒ Fall semester following approval.	OR	☐ Specific Date[4]: *Fall 20*	

[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 (257-2873 or institutionaleffectiveness@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 http://www.uky.edu/faculty/senate and search for 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:	Kathy Swan		Phone / Email:	kswan@uky.edu / 257-1893

2. Overview of Changes

2a	Describe the rationale for the changes, including results from the most recent program review if applicable. (*450 word limit*)
	The program changes reflect course changes in the A & S's Department of Anthropology and provide our students with greater flexibility in course selection within their major/minor areas. Students in our undergraduate social studies education program were needing exceptions or course substituitions because of course changes in anthropology. Also, the College is switching to the advising system MYUKGPS and the exeptions were causing problems with advising undergraduate students. The course changes suggested below will better align our program with the current and ongoing course offerings in anthropology while also giving our students the ability to specialize within the major.

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			
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:			
xv.	If the total hours required for graduation have changed, explain below. (*150 word limit*)			
	The number of hours for the program are unchanged.			

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.		
	The courses that will be changed are a result of a changing course catalog in the Department of Anthropology. The current courses in the undergraduate social studies education degree simply need to be updated to reflect those new courses. Students are already taking the new courses but the out of date courses are causing extra		

	workload on advising staff and students since exceptions have to be made and documented.			
	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. ☒ 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. Course Sharing

3a.	Will the requested changes result in the use of courses from another unit?	Yes ☒	No ☐
	If "Yes," describe generally the courses and how they will used.		
	The anthropology courses that will be changed are a result of a changing course catalog in the Department of Anthropology and the desire to give students in the social studies program greater flexibility in selecting courses. The current courses in the undergraduate social studies education degree simply need to be updated to reflect those new courses. Students are already taking the new courses but the out of date courses are causing extra workload on advising staff and students since exceptions have to be made and documented.		
	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 other units' chair/director[6] 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 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 ☐		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				

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

	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[7] from which individual courses will be used.

	Current	Proposed
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[8]*
						Change
						Select one….
						Select one….

---

[7] A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.
[8] 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").

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[9]
						Select one….
						Select one….
						Select one….
						Select one….
						Select one….

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

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[10]
ANT 220	3	Introduction to Cultural Anthropology				No Change
ANT 230	3	Introduction to Biological Anthropology				No Change
ANT 240, 242, 320, 322	3	1. Archeology	ANT	240	Introduction to Archeology	Change
ANT 221, 324, 326, 327, 428G	3	2. Area Studies	200/300 +	3	See Bulletin Language Below	Change
ANT 332, 333	3	3. Physical Anthropology	200/300 +	3	See Bulletin Language Below	Change
ANT 301,	6	4. Social and Cultural Anthropology	200/300 +	3	See Bulletin Language Below	Change

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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.

338, 401, 433, 525, 526, 532						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.
	Anthropology Minor for Secondary Education (21 Hours) Required: ANT 220 Introduction to Cultural Anthropology .... 3 hours ANT 230 Introduction to Biological Anthropology…………….3 hours ANT 240 Introduction to Archeology………………………….…3 hours Select a minimum of 12 hours of courses within anthropology of which 9 hours must be at the 300+ level.

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[11]
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

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 ☒

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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.

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[12]
						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")	ANT 220	YEAR 1 – SPRING:	ANT 230
YEAR 2 - FALL :	ANT 240	YEAR 2 – SPRING:	ANT 200+
YEAR 3 - FALL:	ANT 200+	YEAR 3 - SPRING:	ANT 300+
YEAR 4 - FALL:		YEAR 4 - SPRING:	ANT 300+

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)		
	Curriculum and Instruction	October 20, 2016	Jared Stallones / jared.stallones@uky.edu / 257-3230
			/ /
			/ /
			/ /

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

7b	(Collaborating and/or Affected Units)			
	Anthropology Department	**October 20, 2016**	**Lisa Cliggett / 859 257-2796 / lisa.cliggett@uky.edu**	
			/	/
			/	/
			/	/
			/	/

7c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)		
	Undergraduate Council	2/21/17	Joanie Ett-Mims

Subject: FW: votes

Date: Thursday, October 20, 2016 at 8:58:52 AM Eastern Daylight Time

From: Stallones, Jared

To: Swan, Kathy, Crowley, Ryan

Attachments: secondary social studies undergraduate program change.zip, image001.png, image002.png

This confirms C&I Dept. approval the main changes.

Jared

Jared R. Stallones, Ph.D.
Professor and Chair
University of Kentucky College of Education
Department of Cirriculum and Instruction
337 Dickey Hall | Lexington, KY 40506-0017
859-257-3230 | jared.stallones@uky.edu | education.uky.edu/edc/

From: "Cline, Janine" <janine.cline@uky.edu>
Date: Thursday, October 20, 2016 at 8:48 AM
To: "Stallones, Jared" <jared.stallones@uky.edu>
Subject: votes

We have 16 votes approving the program changes.

Janine

Janine Cline
Office Manager
University of Kentucky College of Education
Curriculum and Instruction
335 Dickey Hall | Lexington, KY 40506-0017
859-257-5848 | janine.cline@uky.edu | education.uky.edu

Subject: FW: Minor changes for secondary social studies undergraduate program

Date: Thursday, October 20, 2016 at 7:12:25 PM Eastern Daylight Time

From: Stallones, Jared

To: Swan, Kathy, Crowley, Ryan

Attachments: image001.png, image002.png

FYI-

Jared R. Stallones, Ph.D.
Professor and Chair
University of Kentucky College of Education
Department of Cirriculum and Instruction
337 Dickey Hall | Lexington, KY 40506-0017
859-257-3230 | jared.stallones@uky.edu | education.uky.edu/edc/

From: "Cliggett, Lisa C" <lisa.cliggett@uky.edu>
Date: Thursday, October 20, 2016 at 4:12 PM
To: "Stallones, Jared" <jared.stallones@uky.edu>
Subject: RE: Minor changes for secondary social studies undergraduate program

Hi Jered –
I am happy to confirm that the Anthropology department approves the proposed changes by the Secondary Social Studies Education Program, which were listed in the original message (see below).

Lisa Cliggett, PhD
Professor and Chair, Department of Anthropology
Past Editor (2011-2015) Economic Anthropology (Wiley Blackwell Journals)
http://onlinelibrary.wiley.com/journal/10.1002/(ISSN)2330-4847/issues

From: "Swan, Kathy" <k.swan@uky.edu>
Date: Tuesday, October 11, 2016 at 11:53 AM
To: "Cliggett, Lisa C" <lisa.cliggett@uky.edu>
Cc: "Stallones, Jared" <jared.stallones@uky.edu>, "Crowley, Ryan" <ryan.crowley@uky.edu>
Subject: Minor changes for secondary social studies undergraduate program

Good afternoon, Dr. Cliggett,

My name is Kathy Swan and I am a professor in the College of Education. My colleague, Ryan Crowley, and I co-chair the secondary social studies education program in the College of Education. We are currently making updates to the program including updating course titles that have been changed in Department of Anthropology but not in the College of Education bulletins.

Our social studies education students who major in anthropology take 33 credit hours—there is no change there. We are also continuing our major requirements that students take ANT 220, 230, 240, 301 and 582. For the other 18 credit hours, they are able to choose from courses that your department is offering with the charge to select 15 credits that are 300+. We are also continuing our minor requirements that students take

ANT 220, 230, and 240. For the other 12 credit hours, they are able to choose from courses that your department is offering with the charge to select 9 credits that are 300+.

The change to our bulletin is simply removing specific courses and allowing students to select from currently offered courses in your department.   This change will allow us to write fewer exceptions and for our advisors to work more easily within the new MyUKGPS.

From the program change form (see attached), we must submit approval from departments impacted by these changes. The language reads as follows:

- "Two pieces of documentation are required—a letter of support from the appropriate chair/director of each unit from which individual courses will be used AND verification that the chair/director of each affected unit has approval of faculty members of the unit. This typically takes the form of meeting minutes."

In other words, in order to move these changes through the system, we need an email from you as department chair that states you and your departmental faculty approve these changes. I am hoping that you could put this on your next departmental agenda and (fingers crossed) send me an email that the changes are approved. We are hoping since these are minor changes, you might be able to help us expedite this process.

We have been told by our Dean and Associate Dean this program change needs to be submitted within the next week or so to our department. We just found out about it 10 days ago—so we are working furiously to comply. If you could let us know a potential timeline for your process that would help us keep our Deans informed of our progress.

Thanks so much,

Kathy and Ryan

Kathy Swan, Ph.D.
Professor, Social Studies Education
Director of ProTeach
College of Education
University of Kentucky
859-257-1893
kswan@uky.edu
webpage: http://www.uky.edu/~kswan2/

c3teachers.org

Subject: FW: CIP Code?--proposed undergraduate degree changes to Secondary Social Studies Education

Date: Thursday, October 27, 2016 at 10:07:30 AM Eastern Daylight Time

From: Swan, Kathy

To: Swan, Kathy

From: "Alexander-Snow, Mia" <mia.alexander-snow@uky.edu>
Date: Wednesday, October 26, 2016 at 5:17 PM
To: Institutional Effectiveness <InstitutionalEffectiveness@uky.edu>, "Crowley, Ryan" <ryan.crowley@uky.edu>
Cc: "Pearson, RaeAnne M" <raeanne.pearson@uky.edu>, "Swan, Kathy" <k.swan@uky.edu>, "Stallones, Jared" <jared.stallones@uky.edu>, "'Margaret Schroeder (mmohr2@g.uky.edu)'" <mmohr2@g.uky.edu>, "Spriggs, Amy D" <amy.spriggs@uky.edu>
Subject: RE: CIP Code?--proposed undergraduate degree changes to Secondary Social Studies Education

Dear Ryan,

Thank you for your email regarding the proposed program change(s) to the **Bachelor of Arts in Education in Secondary Social Studies Education (13.1318).** 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:** Non required

2. **Verification that PIE 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 SACSCOC, the university's regional accreditor. Therefore, no additional information is required by the Office of 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):
   · aligning program core requirements with the current offerings in the Arts & Sciences areas
   · providing more flexibility for our students in selecting courses within their major and minors specific to the following areas:

      · Political Science Major

      · Political Science Minor

      · Geography Major

      · Geography Minor

      · Anthropology Major

      · Anthropology Minor

      · Psychology Major

- Psychology Minor

- Economics Major

- Economics Minor

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

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From: Institutional Effectiveness
Sent: Tuesday, October 25, 2016 4:19 PM
To: Crowley, Ryan <ryan.crowley@uky.edu>; Institutional Effectiveness <InstitutionalEffectiveness@uky.edu>
Cc: Pearson, RaeAnne M <raeanne.pearson@uky.edu>; Swan, Kathy <k.swan@uky.edu>; Stallones, Jared <jared.stallones@uky.edu>; Margaret Schroeder (mmohr2@g.uky.edu) <mmohr2@g.uky.edu>; Spriggs, Amy D <amy.spriggs@uky.edu>
Subject: RE: CIP Code?--proposed undergraduate degree changes to Secondary Social Studies Education

Hello No apologies necessary—I need to apologize for not responding sooner. My outlook email has not been functioning as it should, such that I recently learned that email replies via IE mailbox will be returned and the sent email becomes undeliverable. So, please accept my apologies for not getting to you sooner.

My responses to your questions are in the body of the email and are in bold, italic, purple font. In a nutshell: **the proposed curricular changes will not constitute substantive change and an email is being sent to you, reflecting the determination. You should expect the email by tomorrow morning.**

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

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From: Crowley, Ryan [mailto:ryan.crowley@uky.edu]
Sent: Monday, October 24, 2016 2:47 PM
To: Institutional Effectiveness <InstitutionalEffectiveness@uky.edu>
Cc: Pearson, RaeAnne M <raeanne.pearson@uky.edu>; Swan, Kathy <k.swan@uky.edu>; Stallones, Jared <jared.stallones@uky.edu>; Margaret Schroeder (mmohr2@g.uky.edu) <mmohr2@g.uky.edu>; Spriggs, Amy D <amy.spriggs@uky.edu>
Subject: Re: CIP Code?--proposed undergraduate degree changes to Secondary Social Studies Education

Hello again, Mia.

I apologize in advance for what is clearly nagging, but I am curious if you are able to weigh in on the email I sent last week with some questions regarding the decision you passed along on our proposed program changes.

We are getting pushed for updates from folks in our college.

The email is included below.

Thanks so much,
Ryan

On Tue, Oct 18, 2016 at 10:45 AM, Crowley, Ryan <ryan.crowley@uky.edu> wrote:

> Hello, MIa, thanks for getting back to us so quickly.
>
> We have a few additional questions about the review process.
>
> 1. We know you reviewed the narrative we wrote about the updates in order to make your decision, but we are curious as to which boxes on the "Substantive Change Checklist" our updates have "checked." I am attaching the checklist document we completed in addition to the narrative and my colleague, Kathy Swan, and I did not find an area where we felt our updates would merit a "yes" on the checklist document. (I attached our document here): **You are correct in that as a stand-alone document, the checklist would not merit a "yes", which is why the narrative proposal or completed senate change form is so important—often more so. The substantive change checklist is the university's documented evidence that all the questions were asked and that the university made curricular decisions that were in keeping with SACSCOC principles of integrity. The Substantive checklist is just a place to start the conversation about the breadth and depth of changes to be sure** .
>
> In our view, the update had two goals. First, we removed (and found substitutes) for courses that were required for our program but that were no longer being offered in the College of Arts & Sciences. Second, we gave our students more flexibility to select courses within their A&S major or minor as long as they were above a certain level (200+ in some cases or 300+ in others). In doing the latter, we hoped to prevent ongoing issues with students needing exceptions due to the ever-changing course catalogs in the seven A&S areas with which we work. **All these changes are great--and reflect vision for ensuring program relevancy. My email response focused on the changes to the overall curriculum and was asking the question: Given all these 9 proposed changes, with an eye on content relevancy, greater attention to A&S requirement is the degree designation**

(BSEDU) and CIP (13.1318) still appropriate. Also, this is why I asked for further review by the council chairs—as they have a better understanding about the curricula design and content for determining CIP appropriateness. If the chairs felt the program was changed, such that the CIP and degree designation were no longer reflective of the program's original intent, then substantive change would not be warranted. Given the chairs responses, the proposed curricular changes will not constitute substantive change and an email is being sent to you, reflecting the determination.

We are new to this process and trying to find our way. Due to our naivete, I was thinking we might have made an error in communication about the updates we were undertaking and that our error mistakenly pushed us into the substantive change category. (This also might just be wishful thinking!) **No error was made in communication; nothing written "pushed" the proposed changes to substantive. As stated earlier, the substantive change checklist is the starting place for exploring new and existing programs. The checklist is a complement to the narrative (Senate forms), being sure that a proposal for a new program is actually a 'new' program and that 'minor' curricular changes are that, 'minor' and not 'new ' programs.**

2. If we are indeed asking for a substantive change, is there a ballpark figure for how long that process might take? We ask only because we have been pushed by our College to get these updates proposed through our Courses & Curricula committee prior to the close of the semester. Ambitious, we know...*Often when proposed changes constitute substantive change, the additional information required does not slow down the institutional approval process. The additional documentation is completed in parallel to the university approval process.*

Thanks again for your help with this process, Mia.

We look forward to hearing from you.

Ryan and Kathy

On Mon, Oct 17, 2016 at 10:35 AM, Institutional Effectiveness
<InstitutionalEffectiveness@uky.edu> wrote:

> Dear Ryan,
>
> As presented and based on my review of the submitted program change narrative (refer to attachment)

, it seems that the proposed changes would constitute substantive change and SACSCOC approval. However, before we proceed with the substantive change paperwork, you will need to following-up with Amy Spriggs, Undergraduate Senate Council Chair and Margaret Schroeder , SAPC Chair for further review to determine whether or not the current program CIP would still be appropriate , given the substantial change in curricular instruction/requirements.

Ryan, once I am in receipt of the Chairs' feedback, I will send an updated response from the Office of Planning and Institutional Effectiveness with the next steps relative to SACSCOC approval.

Regards,
Mia
P.S. Both Amy and Margaret have been copied on my email.

Mia Alexander-Snow, PhD
Director, Planning and Institutional Effectiveness
Phone: 859-257-2873
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Visit the Institutional Effectiveness Website: http://www.uky.edu/ie

From: Crowley, Ryan [mailto:ryan.crowley@uky.edu]
Sent: Wednesday, October 12, 2016 2:06 PM
To: Institutional Effectiveness <InstitutionalEffectiveness@uky.edu>
Cc: Pearson, RaeAnne M <raeanne.pearson@uky.edu>; Swan, Kathy <k.swan@uky.edu>; Stallones, Jared <jared.stallones@uky.edu>
Subject: Re: CIP Code?

Attached you will find a narrative overview of the proposed undergraduate degree changes to Secondary Social Studies Education. As requested in the previous email, we have prepared this narrative in lieu of sending the 9 program change documents that are required to fully update our degree program.

Our SACSOC Substantive Change Checklist document is also attached.

Please let us know if you have any questions.

Thanks,
Kathy & Ryan

On Mon, Oct 10, 2016 at 10:43 AM, Institutional Effectiveness <InstitutionalEffectiveness@uky.edu> wrote:

Hello Ryan,

Yes, I like to have the completed degree change form at time of SACSCOC substantive checklist submission; the two documents help me to better understand the scope of the proposed changes necessary for assessing whether or not the changes constitute substantive change as defined by SACSCOC . Also, it ensures that my email response speaks to the proposed changes under consideration by the Senate. For proposers that anticipate submitting many Senate change forms such as you described below, the common practice is to submit a comprehensive narrative of all the proposed changes—this is done in lieu of submitting all the individual forms for my review.

Ryan, if you have additional questions ,please let me know ☺

Best,
Mia

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From: Crowley, Ryan [mailto:ryan.crowley@uky.edu]
Sent: Thursday, October 06, 2016 3:36 PM
To: Institutional Effectiveness <InstitutionalEffectiveness@uky.edu>
Cc: Pearson, RaeAnne M <raeanne.pearson@uky.edu>; Swan, Kathy <k.swan@uky.edu>
Subject: Re: CIP Code?

Thanks, Mia. So, just to be clear, we shouldn't submit this form to you until we have completed the Senate "Change UG Degree Form?" By reading the directions at the top of that form, I got the impression that we should send off this substantive change checklist as soon as possible during the degree update process. If the procedure is to wait until the other forms are complete then we will certainly do so. Just wanted to double check.

Also, you should probably know that we will have about 10 or so Senate change forms because our degree program brings in students from seven different program areas within Arts & Sciences. We are making minor changes (just updating course numbers, mostly) in all the major areas and some of the minor areas.

Thanks,
Ryan

On Thu, Oct 6, 2016 at 3:14 PM, Institutional Effectiveness <InstitutionalEffectiveness@uky.edu> wrote:

Hello Ryan,

Additionally , the submitted SACSCOC checklist is not the current form. Please complete the updated SACSOC Checklist, and please be sure to attach the completed senate program change form.

Thanks,
Mia
P.S. The Senate website should have the updated form available at the Senate website by the end of next week.

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From: Crowley, Ryan [mailto:ryan.crowley@uky.edu]
Sent: Thursday, October 06, 2016 2:49 PM
To: Institutional Effectiveness <InstitutionalEffectiveness@uky.edu>
Subject: Re: CIP Code?

Thanks so much!

On Thu, Oct 6, 2016 at 1:24 PM, Institutional Effectiveness <InstitutionalEffectiveness@uky.edu> wrote:

Hello Ryan,

 You should be able to find current CIP codes here: http://www.uky.edu/ie/uk-program-review-inventory. It looks like the CIP code for the BAEDU in Secondary Education Social Studies is 13.1318

Best,
RaeAnne
From: Crowley, Ryan [mailto:ryan.crowley@uky.edu]
Sent: Thursday, October 06, 2016 1:20 PM
To: Institutional Effectiveness
Subject: CIP Code?

Hello again, my colleague, Dr. Kathy Swan, and I just submitted a substantive change checklist form related to our update of the Secondary Education Social Studies undergraduate program.

We will await your word on that form but, in the meantime, we were wondering how to go

about getting a CIP code for starting the paperwork for the update.

Any help would be appreciated.

Thanks,

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