

CHANGE UNDERGRADUATE DEGREE PROGRAM

PLEASE NOTE: To ensure that a series of changes to an existing degree program does not essentially create a new program, the Southern Association for the Accreditation of Colleges and Schools (SACS) requires submission of its Substantive Change Checklist for every program change. Prior to college-level review, you must fill out and submit the [SACS Substantive Change Checklist](#) to the Office of Institutional Effectiveness. Contact Institutional Effectiveness (institutionaleffectiveness@uky.edu) for assistance.

Once approved at the college level, your college will send the proposal to the appropriate Senate academic council (HCCC and/or UC) for review and approval. Once approved at the academic council level, the academic council will send your proposal to the Senate Council office for additional review and then a 10-day posting online, during which senators review on their own and have an option to register an objection if they so desire. If no objection is raised to the Senate Council Office within ten days of the posting the proposal, then the program change is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities, including the contact person.

For every proposed change, you MUST also include the existing requirement.

SUMMARY OF CHANGES							
Check all that apply.							
<input type="checkbox"/>	Courses	<input type="checkbox"/>	Program name	<input type="checkbox"/>	Total required credit hours	<input type="checkbox"/>	Student learning outcomes
<input type="checkbox"/>	Criteria for admissions/progression/termination		<input type="checkbox"/>	Certificate assessment		<input checked="" type="checkbox"/>	Other
1. General Information							
1a	Date of contact with Institutional Effectiveness (IE) ¹ :		09/14/22016				
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.						
1b	College ² :	College of Social Work		Department ² :	Social Work		
1c	CIP code ³ :	44.0701		Today's Date:	10/5/16		
1d	Current major name: (Biology, Design, etc.)	Social Work		Proposed major name:			
1e	Current Degree (BA, BFA, etc.):	BASW		Proposed degree:			
1f	Will there be any changes regarding a track(s) for the program?				Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
1g	Accrediting agency, if applicable:	Council on Social Work Education					
1h	Date of most recent periodic program review for this degree:		2010 for CSWE				
1i	Requested effective date:	<input type="checkbox"/>	Fall semester following approval.	OR	<input checked="" type="checkbox"/> Specific Date ⁴ : Fall 2016		

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.

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1j	Contact person name:	Kalea Benner	Phone / Email:	859 / 323-0586
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2. Overview of Changes

2a	Describe the rationale for the changes, including results from the most recent program review if applicable. (450 word limit)
	Our program requires 21 credits of upper level electives; when combined with the 47 hours required in the final four semesters, the elective requirement was making it difficult to graduate on time without summer classes. Our faculty proposes reducing those upper level electives to 12 hours and allowing free electives to truly be free, at any level, as long as the student reaches the required 120 hours total.

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:	15	12
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:	28
		400-level:	
		500-level:	

	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:	=====	=====
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xv.	If the total hours required for graduation have changed, explain below. (150 word limit)
	no changes made

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

If "Yes," two pieces of supporting documentation are required.

Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director⁵ 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.

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/director⁶ 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	<i>CIS/WRD 110</i>	3
Composition and Communication II	CIS/WRD 111	3	<i>CIS/WRD 111</i>	3
III. Quantitative Reasoning				
Quantitative Foundations				
Statistical Inferential Reasoning				
IV. Citizenship (one course in each area)				
Community, Culture & Citizenship in USA				
Global Dynamics				

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.

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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 <input type="checkbox"/> No <input checked="" type="checkbox"/>			
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. <input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the other units’ chair/director ⁷ from which individual courses will be used.						
<i>Current</i>		<i>Proposed</i>				
i.	<input type="checkbox"/> Single course in home unit:	<input type="checkbox"/> <i>Single course in home unit:</i>				
ii.	<input type="checkbox"/> Multiple courses in home unit.	<input type="checkbox"/> <i>Multiple courses in home unit.</i>				
iii.	<input type="checkbox"/> Single course outside home unit.	<input type="checkbox"/> <i>Single course outside home unit.</i>				
iv.	<input type="checkbox"/> Multiple courses outside home unit.	<input type="checkbox"/> <i>Multiple courses outside home unit.</i>				
v.	<input type="checkbox"/> Course(s) inside & outside home unit.	<input type="checkbox"/> <i>Course(s) inside & outside home unit.</i>				
4b	Provide the Bulletin language about GCCR below.					
5. Other Course Changes						
5a	Will the college-level requirements change? (If “Yes,” indicate and note the specific changes in the grid below. If “No,” indicate and proceed to question 5c.)		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
<i>Current</i>		<i>Proposed</i>				
<input type="checkbox"/> Standard college requirement		<input type="checkbox"/> <i>Standard college requirement</i>				
<input type="checkbox"/> Specific course		<input type="checkbox"/> <i>Specific course</i>				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ⁸
						Select one....
						Select one....
						Select one....
5b	Will the existing language in the Bulletin about college-level requirements change?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
If “Yes,” provide the new language below. Students will select 12 credit hours of social science electives at the 300 level or above. Free electives may be at any level and must be sufficient to bring the total number of credits to 120 or above.						
5c	Will the pre-major or pre-professional course requirements change? (If “Yes,”		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

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”).

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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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Current			Proposed				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ¹¹	
300+	3	300+ Soc/Beh/SW elective	300+	3	300+ social sci elective	Change	
300+	3	300+ Soc/Beh/SW elective	300+	3	300+ social sci elective	Change	
300+	3	300+ Soc/Beh/SW elective	300+	3	300+ social sci elective	Change	
300+	3	300+ Soc/Beh/SW elective	300+	3	300+ social sci elective	Change	
300+	3	300+ Soc/Beh/SW elective	100+	3	any elec	Change	
						Select one....	

5h	Provide the Bulletin language for guided electives.
	Social work students are required to take 12 hours of upper level (300+) social science 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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Free electives maybe at any level (100+) and will be taken in order to reach the required 120 hour minimum for degree completion.						

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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	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:			<input type="checkbox"/> New Track	<input type="checkbox"/> Changed Track	<input type="checkbox"/> 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:	15	YEAR 1 – SPRING:	15
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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.

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

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(e.g. "BIO 103; 3 credits")			
YEAR 2 - FALL :	15	YEAR 2 – SPRING:	15
YEAR 3 - FALL:	16	YEAR 3 - SPRING:	14
YEAR 4 - FALL:	15	YEAR 4 - SPRING:	15

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 Committee	04/19/2016	Janet Ford, Chair / 257-6650 / janet.ford@uky.edu
	Full College Faculty	04/25/2016	Leigh Oakley / Notekeeper, ass't to dean / 257-0073
			/ /
			/ /

7b	(Collaborating and/or Affected Units)		
			/ /
			/ /
			/ /
			/ /
			/ /

7c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)		
	Undergraduate Council	11/15/16	Joanie Ett-Mims

BASW Sample Four Year Graduation Plan

Year 1			
Fall	Hr	Spring	Hr
UK 101 for Pre-Social Work Majors	2	Composition & Communication II (CIS 111)	3
Composition & Communication I (CIS 110)	3	SW 124 – Intro to Social Services	3
SW – Social Justice Foundations	3	Stats Inferential Reasoning (STA 210)	3
Social Sciences (PSY 100)	4	SOC 101	3
MA 109 or MA 111	3	Natural, Physical, & Math Sciences (BIO 103)	3
Total	15	Total	15
Year 2			
Fall	Hr	Spring	Hr
Community, Culture, & Citizenship (PS 101)	3	Humanities	3
Global Dynamics (ANT 160)	3	ECO 101 or 201	3
Quantitative Foundations (PHI 120)	3	300-500 level social science elective*	3
SW 222 – Development of Social Welfare	3	300-500 level social science elective*	3
Arts & Creativity	3	300-500 level social science elective*	3
Total	15	Total	15
<i>Pre-social work students must be accepted to the full major to proceed in the professional program.</i>			
Year 3			
Fall	Hr	Spring	Hr
SW 300 Social Work Practice I	4	SW 444 Educational Practicum I	5
SW 421 Human Behavior & Social Environment I	3	SW 435 Intro to Professional Ethics	3
SW 430 Social Welfare Policy	3	SW 422 Human Behavior & Social Environment II	3
300-500 Level S/BS/SW Elective	3	SW 350 Practice II	3
Free Elective	3		
Total	16	Total	14
Year 4			
Fall	Hr	Spring	Hr
SW 450 Research	4	SW 445 Educational Practicum II	8
SW 400 Practice III	4	SW 470 (W) Senior Seminar	3
SW 460 Understanding Behavior	4	Free Elective**	4
Free Elective**	3		
Total	15	Total	15

* Social science electives must be ANT, ECO, FAM, PS, PSY, SOC, or SW at the 300 level or above

**Free electives as needed to reach the required 120 degree hours

April 25, 2016

College Reports

Curriculum Committee:

Action Item 1: The CC recommends approval of Dr. Benner's proposal to reduce the number of upper level (300+) elective courses required for BASW graduates. This recommendation emerged from the BASW Task Force and is aimed to minimize a barrier to recruitment and retention that currently affects both Hazard and Lexington BASW students.

No Discussion – Motion passes

I don't have the exact minutes, but I have a document that keeps all the motions, here is the one you are referring to.

Leigh A. Oakley

Administrative Services Assistant; Office of the Dean

University of Kentucky

College of Social Work

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Lexington, KY 40506-0027

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www.socialwork.uky.edu

From: Benner, Kalea

Sent: Wednesday, September 14, 2016 11:04 AM

To: Oakley, Leigh A <leigh.oakley@uky.edu>

Cc: Ford, Janet P <janet.ford@uky.edu>

Subject: faculty meeting minutes from April

Hi Leigh – I need a copy of the minutes from where we approved the reduction in electives for the BASW program. I believe that occurred in April. Do you happen to have those?

Kalea

Hi Kalea,

Thank you for submitting the SACSCOC Substantive Checklist(s) and the Senate Undergraduate Degree Change Form(s) for the proposed program change(s) to the following degree program(s):

- **BA, Social Work (44.0701)**

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:** No additional information is required at this time.
- 2. Verification that PIE has reviewed the proposal:** The proposed program change(s) (refer to list below) may move forward in accordance with college and university-level approval processes.

Proposed Program Change(s) is/are as follows:

- Reduce the upper level electives from 21 hours to 12 hours
- Increase the number of free electives to 19 hours, at any level

Thank you for your patience and support of the University's institutional effectiveness efforts. 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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