Recommendations for Program Changes Involving New Emphases (Tracks, Concentrations, and Specializations) at the University of Kentucky from Senate Academic Programs Committee

This pertains to program changes that involve adding new tracks, concentrations, and specializations. Specifically, the Senate Council Office is asking the SAPC for an opinion about whether or not those types of program changes should be reviewed by the SAPC.

After discussion in the SAPC, reviewing current program change processes and reviewing change criteria for CPE and SACS-COC, we recommend that "significant change" be used as the criteria for determining if a program change should receive additional review/scrutiny. AR 1:5 already addresses the SACS-COC substantive change policy at UK. Changes to USRs are proposed below. We recommend a general significant program change checklist be developed to be added to each program change. A different form for each type of program is not necessary. This could be different from UK's SACS-COC substantive change checklist but doesn't have to be since this is already required for all new programs and program changes - https://view.officeapps.live.com/op/view.aspx?src=http://www.uky.edu/ie/sites/www.uky.edu.ie/files/uploads/UK_SubChange%20Checklist.FINAL__1.docx

To be consistent with current Senate Rules, we recommend using the term "significant" instead of "substantive."

We recommend the following definition to be included in the Senate Rules and will work with SREC to find the appropriate place.

Significant program changes are those that involve one or more of the following: (1) increase or decrease the number of credit hours in the major or the degree program; (2) carry an impact (e.g., fiscal, resources, curricula) on the home unit or another academic unit; (3) change substantially the character or the purpose of the program; and/or (4) are judged to be significant changes by the College, Undergraduate or Graduate Council review bodies or Senate Council or Office of Strategic Planning and Institutional Effectiveness.

Please note, per AR 1:5:D:
D. In accordance with its academic approval responsibilities as established in GR IV, the University Senate shall maintain academic program approval procedures and forms that: 1. Recognize substantive changes related to academic programs in appropriate approval documents. These documents shall accompany the proposal at each step; 2. Require approval by the appropriate educational unit faculties and also include any recommendations offered by the corresponding department chair, dean, and/or Provost prior to approval of academic substantive change by the Councils of the University Senate and the University Senate; and 3. Provide for timely notification to the Commission on Colleges prior to change implementation, as required by the SACS substantive change policy.

Estimated timetable (e.g. Spring 2017) for programs to go through the processes - http://www.uky.edu/ie/sites/www.uky.edu.ie/files/uploads/2017%20Spring%20Semester%20Submission%20Deadlines%20for%20New%20Academic%20Programs.pdf

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1.4.2.2   Senate Admissions and Academic Standards Committee (SAASC)

The SAASC is charged to examine and recommend to the University Senate changes: in the admission requirements and grading rules; standards for granting academic credit; probation and suspension procedures; and degree and graduation requirements. Basically, the SAASC shall review Sections IV and V of the *Senate Rules* but may consider other related areas. Recommendations by the SAASC on conditions of merit and circumstance for (1) graduation requirements, (2) honors with degrees that are conferred to graduating students (SR 5.4.2.2) and (3) Honorary Degrees conferred to others (SR 5.4.2.3), shall be acted upon by the elected University Faculty Senators, as per KRS 164.240.

1.4.2.6   Senate Academic Programs (SAPC)

The SAPC is charged with recommending action to the Senate on all new academic programs and significant program changes approved by prescribed lower levels of review (SR 3.2.3.B). ~~approved by the Undergraduate Council, the Graduate Council, or the Health Care Colleges Council.~~ Specifically, the SAPC shall review the academic excellence, ~~the~~ need, ~~and the~~ impact, and desirability~~, and priority~~ of the ~~new~~ academic program ~~in relation to other programs~~. In approving a ~~new~~ program, the Committee shall recommend a priority to indicate its importance and the immediacy with which it should be implemented.

The Committee shall function mainly through three permanent subcommittees: Graduate Degree Programs, First Degree Programs (including undergraduate degree programs), and Professional and Pre-professional Degree programs. The appropriate subcommittee shall investigate the proposed new program or significant program change and present its evaluation to the full committee, which shall decide on its recommendation to the Senate. In ascertaining the appropriate subcommittee, and in acting upon the recommendations of the SAPC, it is the policy of the University Senate to adopt and utilize the definitions of the Council on Postsecondary Education that distinguish these different types of degree programs.

3.2.3 Procedures to be Used

C.   Final University Approval [US: 10/11/99; US: 2/10/03; US: 5/7/2012]

1.   Changes to Existing Certificates and Degrees.

(a) **Significant Change**. The Senate Council Office shall review proposals for changes to existing certificates or degrees for compliance with current rules and regulations. Significant program changes are those that involve one or more of the following: (1) at least a twenty-five percent increase or decrease in the number of credit hours within the major or the degree program; (2) carry an impact (e.g., fiscal, resources, curricula) on the home unit or another academic unit; (3) change substantially the character or the purpose of the program; and/or (4) are judged to be significant changes by the College, Undergraduate or Graduate Council review bodies or Senate Council or Office of Strategic Planning and Institutional Effectiveness. If the change is deemed a significant change, the Senate Council Office shall forward the proposals to the Senate's Academic Programs Committee (SAPC) for review. The SAPC shall submit its evaluation and recommendation to the Senate Council. The Senate Council shall review the proposal and take appropriate action. If the Senate Council approves the proposal for consideration by the Senate, the Senate Council shall place the proposal on the University Senate agenda for its action. The Senate shall either (1) approve the proposal, or (2) shall make the final University decision to disapprove and stop action on that proposal. The Senate Council office shall circulate reports of these decisions to the Provost, Registrar and other appropriate entities.

(a̶ b) **Posting**. Unless deemed a significant change, the Senate Council Office shall post proposals to change an existing certificate or degree on the corresponding Senate web site for ten business days. [US: 5/7/2012]

(b̶ c) **Objections**. Any University Faculty member can raise an objection to a posted proposal through a member of the University Senate. If a Senator raises an objection to the Senate Council and the objection is not resolved, then the Senator may have the issue placed on the agenda of the next regular Senate Council meeting by having five Senators submit an objection to the Senate Council Office. If the Senate Council deems the objection has merit, then it will place the item on the Senate agenda. The Senate shall be informed about the nature of the objection by information included with the proposal packet. Formal action by the University Senate on the proposal is final Senate action. The Senate Council shall circulate reports of these decisions to the Provost, Registrar and other appropriate entities. [US: 5/7/2012]

(c̶ d) **Final Approval**. If no objection is raised to the Senate Council Office within ten business days of the posting, then the proposal is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities. [US: 5/7/2012]