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

Original Charge to SAPC from SC Chair (Andrew Hippisley): "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."

We recommend this be effective May 1, 2018.

After Senate voted on 2/12/18 to send this back to Senate Council, SAPC chair and SAPC made the following changes (highlighted in yellow and marked). SAPC voted unanimously on 2/15/18 to endorse the recommended changes as highlighted below.

- **Clarified the title and original charge for this proposal to better reflect the proposal and to reflect that the italicized text above was the original charge from SC.**
- **Added language at the beginning of this document (the rationale) to capture the intent to encompass certificate and degree programs.**
- **Included all of 3.2.0 for better context and to ensure we were not missing something.**
- **Revised the Significant changes definition to make sure it was again broad as SAPC had intended.**
- **In also catching up with the Letters of Feasibility ruling from SREC on 12/14/17 (see attached if necessary), recommending language to clarify when a letter is needed that's in alignment with this significant change recommendation.**
- **Added in "or their designee" when referring to Dean forwarding a proposal.**
- **After another round of review at Senate Council, Connie Wood and Kaveh Tagavi were charged with working with Margaret Mohr-Schroeder in making the changes to the definition and incorporating it into the SRs before bringing it back to Senate Council.**

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. In reviewing recent changes and in discussing with two different Directors of Institutional Effectiveness, SAPC believes this should encompass certificate and degree programs. No AR or GR changes were recommended; 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 for significant degree program changes. We have already worked with SREC to incorporate the definition and its subsequent changes into the USRs. The proposed changes to USRs are included below.~~

~~*Significant degree 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) changes to academic content of the degree program (GR IV.C.2) that carry a significant impact (e.g., fiscal, resources, curricula) on the home unit or another educational unit;*~~
~~*(3) change significantly the character or the purpose of the degree program (e.g., addition of a track, concentration, or specialization in a degree program);*~~
~~*(4) are judged to be significant changes by the College, Undergraduate or Graduate Council review bodies or Senate Council, or*~~
~~*(5) are determined by the Office of Strategic Planning and Institutional Effectiveness to be “substantive changes” within the meaning of AR 1:5 (SACSCOC).*~~

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.

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). ~~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.

3.2.0 PROCEDURES FOR PROCESSING ACADEMIC PROGRAMS AND CHANGES [US: 11/14/88; US: 10/11/99; US: 5/7/2012]

The faculties of educational units or graduate programs initiate proposals for new academic programs and for changes in existing academic programs. Such proposals shall be processed as provided in SR 3.2.

Dual credit programs proposed by an educational unit faculty in partnership with a high school or school district shall (a) comply with policies established by the Council on Postsecondary Education for these programs, (b) contain a specific provision that the UK educational unit Faculty approve both the educational site and each individual high school instructor, and (c) provide for the classification of enrolled high school students as non-degree seeking UK students.

3.2.1 Definitions

A. The faculties of educational units or graduate programs initiate proposals for new academic programs and for changes in existing academic programs. Such proposals shall be processed as provided in SR 3.2.

B. Changes to an academic program include changes to:

1. the requirements for admission,

2. the specific courses, the number of credit hours, or other requirements, for a certificate or degree,

3. a major, minor, area, core, or track within an undergraduate degree,

4. a core or concentration within a master's degree,

5. a core or specialization within a doctoral degree (either a research/scholarship doctorate, a professional practice doctorate, or an advanced practice doctorate),

6. change in mode of delivery (e.g., to a distance learning or correspondence format), because it may be that the nature of the educational material is such that it cannot be delivered in distance learning form without being a substantive change in content

7. the title of a certificate, degree, major, minor, area, core, track, concentration or specialization.

The establishment of a joint degree offering with another institution is considered as an academic program change for the purposes of SR 3.2.

C. Significant changes to the academic content of a program (GR IV.C.2) are defined as those that the College Faculty, Undergraduate Council, Graduate Council, or Senate Council Office determines involve one or more of the following:

1. changes to academic content of the program (GR IV.C.2) that carry a significant impact (e.g., curricula) on the home unit or another educational unit; or
2. significant impact on the character or the purpose of the program (e.g., addition of a track, concentration, or specialization in a degree program).

A degree program change meeting the criteria of "minor program change" (SR 3.2.3.D) is exempt from the above definition.

The Honors Program is an academic program within the meaning of this significant change procedures rule.

3.2.2 Forms to be Used

Senate Council-approved forms and other mechanisms to initiate proposals for new undergraduate, master's, and doctoral degrees, and for undergraduate, graduate or first professional certificates, or to initiate changes to these academic programs, are available at http://www.uky.edu/Faculty/Senate/forms.htm and shall be used to initiate proposals under SR 3.2. In the case of academic programs in the health care colleges, the initiator of the proposal shall contact the chair of the Health Care Colleges Council (HCCC) or, in the case of the College of Law, the appropriate associate dean, for information on the appropriate proposal submission format.

3.2.3 Procedures to be Used

A. Approval by the Educational Unit Faculty [US: 5/7/2012]

1. The Faculty of the originating educational unit makes the decision whether to approve proposals for new academic programs or changes to academic programs (including changes to the educational unit's University Scholars program and to dual degree programs) (GR VII.A.6(b); SR 3.2.A.3, below). For the Honors Program and UK Core, the "Faculty" within the meaning of this rule is the body identified by the University Senate to perform the educational policy-making functions of the respective program. For graduate programs, "the Faculty" is the voting graduate faculty of that program (SR 3.2.A.4, below). [US: 5/7/2012]

In a manner prescribed by the College Faculty Rules, the chair/director shall forward to the College Faculty a proposal arising under SR 3.2. The chair/director's transmittal attests thereby that the proposal has been approved in accordance with the Rules of the Faculty of the originating unit. The chair(s)/director(s) may include separate opinion(s) on the academic merits or on the administrative feasibility of the proposal.

* If a program was originally approved for face to face delivery, and the dean later wants it to be delivered in part as 'face to face' and in part as distance learning, then the College Faculty has the role, and not the dean, to determine and approve as to whether the academic content of the program lends itself to delivery in part by distance learning. [SREC: 3/9/2012]

* This rule does not have the intent or effect of prohibiting any college from seeking and utilizing the opinion of any willing academic council of the Senate before the proposal is submitted to the first officially required academic council of review. [SREC: DATE]

Dual degree programs are simultaneously considered for approval by the respective unit faculties pursuant to the above procedures. One of the department chair(s)/director(s) shall forward the approved proposal to the College Faculty, or, in the case of dual degree programs that cross colleges, to the each College Faculty.

2. In cases of proposals concerning undergraduate ~~or professional~~ certificates or degrees, the respective College Faculty makes the decision whether to approve the proposal, in a manner pursuant to its College Rules (GR VII.A.4.(c)). The dean, or their designee, shall forward an approved proposal to the appropriate academic council of the Senate (SR 3.2.B), attesting thereby that the proposal has been approved in accordance with the College Faculty Rules. The dean may include a separate opinion on the academic merits of the proposal (GR VII.B.3). The dean shall include a statement of administrative feasibility for new certificate and degree programs or for certificate and degree programs with a significant change.

The Office of the Provost shall provide a statement of administrative feasibility for new degree programs, for degree programs with a significant change, or ~~concerning~~ for new certificates or certificates with a significant change that report to an office outside of a college~~, shall also include a statement of administrative feasibility from the Office of the Provost~~.

Dual degree programs are simultaneously considered for approval by the respective college faculties pursuant to the above procedures. The respective deans may include separate opinions on the academic merits or the administrative feasibility of the proposal. One of the deans, or their designee, shall forward a single dual degree proposal to the appropriate academic council of the Senate.

3. In the case of proposals for graduate certificates or degrees, a proposal approved by the Faculty of the graduate program shall be forwarded by the Director of Graduate Studies to the dean of the college that contains the home educational unit of the graduate program. If so

prescribed by the College Rules, the proposal may be reviewed by, and advisory opinion added by, faculty committees/councils of that college and by the dean of that college. The ~~That~~ dean shall include a statement of administrative feasibility ~~from the perspective of that college administration~~ for new certificate and degree programs or for certificate and degree programs with a significant change. ~~, and shall also include a statement of administrative feasibility from the Office of the Provost.~~

The Office of the Provost shall provide a statement of administrative feasibility for new certificate and degree programs or for certificate and degree programs with a significant change.

The Director of Graduate Studies, or their designee, shall then forward the proposal to the Dean of the Graduate School. If the proposal is for a new graduate program and is arising from faculty in an educational unit that does not already home a graduate program, then the dean of the college containing that educational unit shall perform the administrative processing roles prescribed in this paragraph for the Director of Graduate Studies.

4. UK Core Program. Changes in the UK Core Program need approval of only the Senate's designated UK Core Education Committee prior to submission to the Senate Council and do not need the approval of any other college or academic council. Courses offered as a part of UK Core are processed through regular procedures under SR 3.3. [US: 5/7/2012]

B. Approval by Academic Council [US: 10/11/99; SREC: 6/8/2006; US: 5/7/2012]

1. Jurisdiction. The dean, or their designee, shall forward the proposal to the appropriate academic council as provided in this subpart SR 3.2.B.1. Responsibility for the approval of proposals concerning academic programs shall be vested in the appropriate academic council as follows: [US: 5/7/2012]

(a) Health care college professional programs. Proposals concerning either a professional certificate or a degree program in a health profession that are recommended by a health care college shall be forwarded first to the HCCC. The HCCC shall act for the University Senate to make a final decision to approve such proposals, except when the proposal requires final approval by either the Board of Trustees or the Council on Postsecondary Education, wherein such cases the chair of the HCCC shall recommend the approved proposal to the Senate Council (SR 1.3.4.C).

(b) Other proposals arising from a health care college. Proposals for an undergraduate or graduate certificate or degree shall be first forwarded to the HCCC if the program involves the students in health care practices.* If approved by the HCCC, the chair of the HCCC shall forward the proposal concerning a certificate or degree to the Undergraduate Council (subpart c) or Graduate Council (subpart d), as appropriate, below. [US: 5/7/12; SREC: 2/13/2013]

* "Health care practices" within the meaning of this rule includes those health care practices that subject students to jurisdiction of the Board of Trustees-approved Health Care Colleges Code of Student Professional Conduct ('HCC Code'), even if the practices are conducted as part of an undergraduate or graduate academic program (see also HCC Code 1.B, para. 2) [SREC: 12/17/2013].

(c) Undergraduate certificates and degrees. All proposals concerning undergraduate certificate or degree programs shall be forwarded to the Undergraduate Council [US: 5/7/2012]

(d) Graduate certificates and degrees. All proposals concerning graduate certificates and degrees shall be forwarded to the Graduate Council. [US: 5/7/2012]

(e) Transmittals and notifications. New professional degrees or changes in professional degree programs in the College of Law do not require approval by an academic council and are transmitted by the dean of the College of Law, or their designee, directly to the Senate Council Office. If the curriculum of a professional residency or fellowship program is planned to require 18 or more credit bearing hours of Senate-approved courses this information shall be provided to the Senate Council for reporting to the Council of Postsecondary Education. [US: 5/7/2012]

2. Within 30 days of initial receipt of the proposal, the academic council(s) will take action on the proposal or notify the college as to the status and reason for delay. The academic council will evaluate the proposal for compliance with rules and regulations, and for its academic merit. When the academic council approves a proposal, the Chair of the academic council, or their designee, shall forward its evaluation and recommendation to the Senate Council. If the academic council disapproves the proposal, the chair of the academic council shall notify the college. [US: 5/7/2012]

3. The Senate Council Office shall review proposals for new certificates or degrees for compliance with current rules and regulations. In the case of final approvals of proposals by the HCCC, the Senate Council Office shall notify the Registrar and Provost. In the cases of all other proposals, 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.

4. The Senate Council Office shall review proposals for changes to existing certificates or degrees for compliance with current rules and regulations.

If the change has been 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.

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

1. New Certificates and Degrees.

(a) 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.

In the case of new degree-granting academic programs, the Senate shall either (1) approve the proposal and forward it through the University Senate Chair (the President) to the Board of Trustees for final University action, including also a Senate recommendation on the organizational placement of the degree program in a particular home educational unit and

college, or (2) shall make the final University decision to disapprove and stop action on that proposal.

In the case of establishment of a new certificate, the Senate shall either (1) make the final University decision to approve the establishment of the certificate, including a recommendation to the Provost on the organizational placement of the certificate in a particular home educational unit and college, or (2) shall make the final decision to disapprove and stop action on that proposal.

In the case of disapproval of a proposal, the Senate Council Office shall notify the college dean that forwarded the proposal. [US: 5/7/2012]

(a) When a new certificate or degree has received final University approval, the Senate Council office shall notify the Provost, Registrar and other appropriate entities.

2. Changes to Existing Certificates and Degrees.

(a) A proposal that has not been identified as a significant change by one of the lower levels of review or Senate Council Office (SR 3.2.1.C) shall proceed directly to 10-day post (SR 3.2.3.C.2.(d)). The Senate Council shall review a proposal received from SAPC pursuant to SR 3.2.3.B.4 and take appropriate action. The Senate Council may direct that the proposal shall proceed directly to the Senate 10-day posting approval process (section (d), below). If the Senate Council approves the proposal for consideration by the Senate at a Senate meeting, 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.

(b) Program changes that the Office of Strategic Planning and Institutional Effectiveness has administratively noted in proposal documentation to be "substantive changes" per SACSCOC (AR 1:5), but which do not otherwise meet the definition for significant change (SR 3.2.1.C), shall be processed according to Senate procedures referenced in AR 1:5.

(c) Significant reduction in an academic program or educational unit within the meaning of SR 3.4 shall be processed within the University Senate as prescribed by SR 3.4.

(~~a~~ d) Posting. 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]

(~~b~~ e) 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]

(~~c~~ f) 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]

3. Changes to the Structure of UK Core. In the case of proposals involving significant changes in the nature of UK Core, if the Senate Council approves the proposed changes, the Senate Council shall put the proposal on the Senate agenda for action. [US: 5/7/2012]
