

## COVER PAGE FOR CHANGES TO ACADEMIC ORGANIZATION OR STRUCTURE OF AN EDUCATIONAL UNIT

The Senate’s Academic Organization and Structure Committee (SAOSC) is tasked by the University Senate with the review of proposals to change academic organization or structure. The information needed by the SAOSC for the review of such proposals is set forth in *Senate Rules 3.4.2.A.5*<sup>1</sup>.

The SAOSC has developed a set of guidelines (from the *Senate Rules*) that are intended to ease the task of proposal submission (available at <http://www.uky.edu/universitysenate/forms>). As proposal omissions usually cause a delay in the review process, the individual(s) responsible for the proposal is (are) urged to familiarize themselves with these guidelines before submitting their proposals for review. In particular, the individual responsible for the proposal must fill out Sections I, II and III of this form, as well as include statements and documentation that provide a full accounting of the items a - i, below.

- a. Disposition of faculty, staff and resources (financial and physical);
- b. Willingness of the donating units to release faculty lines for transfer to a different educational unit;
- c. Consultation with the faculty of the unit to which the faculty lines are proposed to be transferred;
- d. Consultation with the faculty of educational unit that will be significantly reduced;
- e. Summary of votes and viewpoints (including dissents) of unit faculty and department/college committees;
- f. Ballots, votes expressing support for or against the proposal by unit faculty and staff and committees;
- g. Letters of support or opposition from appropriate faculty and/or administrators; and
- h. Letters of support from outside the University.

### Section I – General Information about Proposal

One- to two-sentence description of change:	Request for move of Certificate in Universal Design from Division of Undergraduate Education to the College of Design.				
Contact person name:	Kathy Sheppard-Jones	Phone:	78104	Email:	kjone@uky.edu
Administrative position (dean, chair, director, etc.):	Director, Human Development Institute				

### Section II – Educational Unit(s) Potentially Impacted by Proposal

Check all that apply and name the specific unit(s).		
<input type="checkbox"/>	Department of:	
<input checked="" type="checkbox"/>	School of:	Interiors
<input checked="" type="checkbox"/>	College of:	Design
<input type="checkbox"/>	Graduate Center for:	
<input type="checkbox"/>	Interdisciplinary Instructional Program:	
<input type="checkbox"/>	Multidisciplinary Research Center/Institute:	

### Section III – Type of Proposal

Check all that apply.
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<sup>1</sup> Items a-i are derived from *Senate Rules 3.4.2.A.5*. The Senate Rules in their entirety are available at [http://www.uky.edu/Faculty/Senate/rules\\_regulations/index.htm](http://www.uky.edu/Faculty/Senate/rules_regulations/index.htm).)

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<i>A. Changes</i>	
<input type="checkbox"/>	Change to the name of an educational unit.
<input type="checkbox"/>	Change to the type of educational unit (e.g., from department to school).
<i>B. Other types of proposals</i>	
<input type="checkbox"/>	Creation of a new educational unit.
<input type="checkbox"/>	Consolidation of multiple educational units.
<input checked="" type="checkbox"/>	Transfer of an academic program to a different educational unit.
<input type="checkbox"/>	Transfer of an educational unit to a different reporting unit.
<input type="checkbox"/>	Significant reduction of an educational unit.
<input type="checkbox"/>	Discontinuation, suspension or closure of an educational unit.
<input type="checkbox"/>	Other (Give a one- or two-sentence description below; a complete description will be in the proposal).

**Section IV is for internal use/guidance.**

**Section IV – Guidance for SAOSC, Senate Council and University Senate**

***SAOSC Review of Type A Proposals (Changes to Type of, or to Name of, an Educational Unit)***

- ✓ SAOSC review of proposal.
- ✓ SAOSC recommendation for an additional or joint review by other Senate committee(s) (e.g. Senate's Academic Programs Committee).

***SAOSC Review of Type B Proposals (All Other Changes)***

- ✓ SAOSC review of proposal.
- ✓ SAOSC recommendation for an additional or joint review by other Senate committee(s) (e.g. Senate's Academic Programs Committee).
- ✓ SAOSC review of proposals for creation, consolidation, transfer, closure, discontinuation, or significant reduction and educational unit, or transfer of an academic program to a different educational unit (attach documentation).
- ✓ Program review in past three years (attach documentation).
- ✓ Request to Provost for new program review (attach documentation).
- ✓ Open hearing (attach documentation).
  - SAOSC information must be shared with unit 10 days prior to hearing.
  - Open hearing procedures disseminated.

***Voting by SAOSC, Senate Council and University Senate***

- ✓ Endorse (or do not endorse) the academic organization, reporting, infrastructure, etc.
  - This vote is taken by the SAOSC, SC and Senate for every SAOSC proposal.
- ✓ Approve (or do not approve) the academic status or content of academic program.
  - This vote is taken by the SAOSC, SC and Senate only when the review involves an MDRC.

## **Proposal to Move the Certificate in Universal Design to the College of Design School of Interiors**

### **1. What is the impetus for the proposed change?**

We propose to move the Universal Design Certificate to the School of Interiors in the College of Design, as its former unit, Undergraduate Studies, has been eliminated during recent restructuring.

### **2. What are the benefits and weaknesses of the proposed unit with specific emphasis on the academic merits for the proposed change?**

School of Interiors faculty members have been involved with the Universal Design certificate since its inception and have expertise in this area. The Universal Design certificate content nicely complements current and proposed School of Interiors curriculum, as well as future opportunities in all of the College of Design units: architecture, historic preservation, interiors, urban design and product design (the latter two proposed but not yet reviewed).

### **3. Describe the organization of the current structure and how the proposed structure will be different and better. Current and proposed organizational charts are often helpful in illustrating reporting lines.**

Moving the certificate to School of Interiors will allow the program to remain an option for UK students, as the Undergraduate Studies unit no longer exists.

### **4. How does the change fit with department, college, and/or university objectives and priorities?**

The Universal Design certificate is designed to give students a foundation in the principles of universal design and its application across disciplines. Universal design utilizes a broad set of strategies that promote inclusion and participation of all people within a diverse world. The Certificate will create a focus for students' scholarly work in developing products, systems, and environments that maximize the engagement of diverse communities.

The goals of the Universal Design certificate align well with the College of Design's current curriculum and 2021 Strategic Plan, particularly Design Goal 1: Promote the Undergraduate Experience, and Design Goal 5: Elevate the Place of Design within Community Engagement + Outreach. The Universal Design certificate will provide increased opportunities for both students and faculty to collaborate across disciplines, and will increase community engagement opportunities through the certificate's practicum courses. The certificate content is unique both regionally and nationally, and will position the College of Design for growth in students, research, funding and reputation.

- 5. How does this change better position the proposers relative to state and national peers, as well as University Benchmark Institutions? How does the change help UK meet the goals of its strategic plan?**

NA. The certificate is being moved due to the elimination of Undergraduate Studies.

- 6. Who are the key personnel associated with the proposed unit? Provide qualifications of these personnel in a brief form. A complete curriculum vitae for each person is not needed, although pertinent information in tabular format is helpful.**

Kathy Sheppard-Jones, HDI Executive Director and Director of the Certificate, and Elaine Eisenbaum, HDI Training Director, will provide oversight of the Universal Design Certificate.

Dr. Allison Carll-White and Prof. Christina Birkentall will both continue their ongoing relationship with HDI. Patrick Lee Lucas serves as Director of the School of Interiors. All three individuals bring useful perspectives to universal design in the academy and in professional practice.

- 7. Discuss leadership and selection process for appointing a chair, a director, or interim leader and search process, etc.**

Dr. Kathy Sheppard-Jones continues to be the Universal Design certificate director. When the need for a new certificate director arises, the HDI Executive Director, in consultation with the Director of the School of Interiors, will appoint a new director.

- 8. What is the function of the faculty/staff associated with the proposed change and how is that relationship defined? Discuss DOE, adjunct, full-time, voting rights, etc.**

Moving the certificate to the School of Interiors will not result in any new hires or changes in voting rights. The director's time will continue to be paid by HDI.

- 9. Will the proposed change involve multiple schools or colleges?**

The certificate will remain available to students from all UK colleges. The director will continue to market the Certificate to faculty and students across colleges.

- 10. If the proposed change will involve transferring personnel from one unit to another, provide evidence that the donor unit is willing and able to release the personnel.**

NA. No transfers of personnel will occur.

- 11. What is the arrangement of faculty associated with the proposed change and how is that relationship defined? Discuss faculty DOE and status as adjunct, tenure track, or**

**tenured. Describe the level of faculty input in the policy-making process including voting rights and advisory.**

NA – No faculty changes will occur as a result of this move.

**12. Discuss any implications of the proposal for accreditation by SACS and/or other organizations.**

NA

**13. What is the timeline for key events in the proposed change? Student enrollments, graduates, moved programs, closed courses, new faculty and staff hires, etc.**

Ideally, the Universal Design certificate would be transferred to the School of Interiors by Fall 2018. The director is currently recruiting students for next year's cohort.

**14. If the proposal involves degree changes\*, describe how the proposed structure will enhance students' education and make them more competitive. Discuss the impact on current and future students. State assumptions underlying student enrollment growth and describe the plans for student recruitment.**

NA

**15. Include evidence that adequate financial resources exist for the proposed unit to be viable. A general description of the new costs and funding should be provided. A letter from the Provost, Dean, or other relevant administrators may affirm commitment to provide financial resources as appropriate. An exhaustive budget is not expected.**

Transfer of the program should incur no additional costs. HDI will continue to cover the Universal Design certificate director effort and provide a budget for recruitment materials. HDI and the School of Interiors may provide funds to sponsor co-curricular events.

**16. The proposal should document any faculty votes and departmental or school committee votes as appropriate leading up to this point in the process. The SAOSC recommends that faculty votes be by secret ballot. Include in your documentation of each vote taken the total number of eligible voters and the number that actually voted along with the break-down of the vote into numbers for, against and abstaining. A Chair or Dean may appropriately summarize supporting and opposing viewpoints expressed during faculty discussions.**

The faculty of the School of Interiors met on Wednesday, 21 March 2018 and voted to endorse the School serving as the academic headquarters for the undergraduate Universal Design Certificate. Of the 11 eligible faculty members, 11 voted for the proposal and 0 against. The

discussion regarding this matter has been recorded in the minutes of the faculty meeting and is appended to this proposal form.

**17. The committee will want to see evidence of academic merit and support from key parties. Letters of support (or opposition) are encouraged from the relevant senior faculty and administrators. Relevant faculty and administrators include those in units directly involved in the proposed change (including existing units from which a new unit may be formed.)**

We have attached letters of support from:

Patrick Lee Lucas, Director, School of Interiors, College of Design

Dr. Kathy Sheppard-Jones, Executive Director, Human Development Institute

Dr. Phil Kraemer, Chellgren Chair for Undergraduate Excellence, College of Arts and Sciences

**18. Indicate how the new structure will be evaluated as to whether it is meeting the objectives for its formation. Timing of key events is helpful.**

The certificate director will work in collaboration with the Director of the School of Interiors to oversee assessment. Student enrollment and graduation numbers, as well as student feedback and performance, will be used as evaluation tools.

**19. Letters of support from outside the University may be helpful in understanding why this change helps people beyond the University.**

NA

3 April 2018

Kathy Sheppard-Jones, Executive Director  
Human Development Institute  
113 Mineral Mining Building  
University of Kentucky  
Lexington, KY 40506

Dear Dr. Sheppard-Jones:

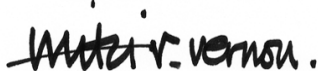
The College of Design endorses the collaborative relationship between the School of Interiors and the Human Development Institute to have the School serve as the academic home for the undergraduate Universal Design Certificate, formerly housed in the Division of Undergraduate Studies.

As a college vitally interested in the notion of good design for all, the Universal Design Certificate program resonates with Vision 2021, the College of Design Strategic Plan, in goals relating to a "differentiated design experience" for undergraduate students, in the provision for "global awareness of diversity" as an educational unit, and in seeking to "further community engagement and outreach in our curriculum." Our School of Interiors faculty and student body have embraced these goals and their corresponding values of experiential learning, diversity, and engagement. The Universal Design Certificate enables an additional manifestation of this important work.

The Universal Design Certificate will provide increased opportunities for both students and faculty to collaborate across disciplines and will increase and enhance community engagement opportunities through the certificate's practicum courses. The certificate content is unique both regionally and nationally and will position the College of Design for growth in students, research, funding and reputation.

I urge the Senate's approval to move the academic home for this important certificate program to the School of Interiors in the College of Design.

Sincerely –



Mitzi R. Vernon, Dean

28 March 2018

Kathy Sheppard-Jones, Executive Director  
Human Development Institute  
113 Mineral Mining Building  
University of Kentucky  
Lexington, KY 40506

Dear Dr. Sheppard-Jones:

On behalf of the faculty of the School of Interiors, I write in strong support for a collaborative partnership between the Human Development Institute and the School of Interiors to provide an academic home for the Universal Design Certificate, formerly housed in the Division of Undergraduate Studies. At a faculty meeting on 21 March 2018, the faculty voted unanimously (11-0) to forge this partnership and we certainly look forward to a productive and meaningful collaboration as we education undergraduates about the importance of universal design.

Sincerely,



Patrick Lee Lucas, Director  
and Associate Professor



March 14, 2018

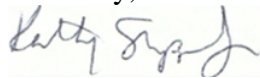
Dear Dr. McCormick,

As the Director of the Certificate in Universal Design, I am writing this letter in support of housing the Certificate in the College of Design. The College of Design is enthusiastic to serve as the new academic home, and is a good fit for the Certificate. As you are well aware, since the Division of Undergraduate Education was the previous site of the Certificate, finding the right fit for the offering was a time sensitive imperative. It was important that we ensure that our vision of the truly multidisciplinary nature and appeal to those students who could most benefit be embraced.

We have worked diligently and subsequently found this fit with the College of Design. The course offerings are a logical outgrowth for CoD students. Additionally, faculty within the College are extremely supportive and will enable great outreach and opportunity that will be in the best interest of the students who can benefit from the Certificate.

Employers and collaborative partners recognize the value of ways for students and graduates to demonstrate their ability to work effectively in environments that must be responsive to diverse needs. The Certificate in Universal Design provides opportunities for students to gain an edge in that regard. I appreciate your interest and support of the Certificate, and am excited at the new opportunities that will become available as a result of this partnership. If I can provide any other detail, please don't hesitate to contact me.

Sincerely,



Kathy Sheppard-Jones, PhD, CRC  
Executive Director

see blue.™



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March 26, 2018

Dr. KATHY SHEPPARD-JONES, PHD, CRC

Executive Director, Human Development Institute

University of Kentucky

Dear Dr. Sheppard-Jones: I was originally asked by the Provost to assist in reassigning undergraduate certificate programs that were administered in the Division of Undergraduate Education, a division that no longer exists at UK. To that end, I am pleased with the recommendation to assign the Universal Design Certificate to the College of Design. That recommendation seems to be in the best interest of students and the University, and I therefore support the proposal.

Sincerely,

A handwritten signature in blue ink that reads "P. J. Kraemer".

Philipp J. Kraemer, Chellgren Chair for Undergraduate Excellence,  
Professor of Psychology, and Interim Assistant Provost for Academic Enrichment