

Brothers, Sheila

From: Schroeder, Margaret <m.mohr@uky.edu>
Sent: Thursday, April 26, 2018 10:23 PM
To: McCormick, Katherine; Brothers, Sheila
Cc: Stephenson, Tammy
Subject: Proposed New Undergraduate Certificate in Food Systems and Hunger Studies
Attachments: Food Systems and Hunger Studies UG Certificate-new (revised 3-18-18).pdf

Proposed New Undergraduate Certificate in Food Systems and Hunger Studies

This is a recommendation that the University Senate approve the establishment of a new Undergraduate Certificate: Food Systems and Hunger Studies, in the Department of Dietetics and Human Nutrition, within the College of Agriculture, Food and Environment.

Rationale

Career opportunities related to food systems and hunger are expanding domestically and abroad. However, there are limited academic programs that prepare the workforce with a comprehensive approach focused on the impact of food systems on food security and health. The 12 credit hour Certificate in Food Systems and Hunger Studies provides students with a cross-disciplinary approach to understanding the impact of food systems on food security, hunger, and the overall health and wellness of a community. Through structured experiential learning opportunities, students will apply knowledge of food systems and the environment to develop and implement evidence-based strategies to end hunger in both the United States and globally. The Certificate in Food Systems and Hunger Studies will complement numerous majors and minors offered on campus, but through a multidisciplinary approach and structured experiential learning opportunities tailored towards the interests and professional goals of the student. Students completing the certificate will have the basic knowledge and skills to provide thoughtful and impactful strategies to promote a sustainable food system and fight hunger and related issues.

The program anticipates 5-10 students per year.

The revised proposal is attached.

Thanks!
Margaret

[Margaret J. Mohr-Schroeder, PhD](#) | Associate Professor of STEM Education - Mathematics | [SAPC University Senate Committee Chair](#) | [University Senator/Senate Council Member](#) | [STEM PLUS Program Co-Chair](#) | [Department of STEM Education](#) | [University of Kentucky](#) | www.margaretmohrschroeder.com | [Schedule a Meeting with Me](#)



College of Agriculture,
Food and Environment
Dietetics and Human Nutrition

December 20, 2017

Dear Dr. Grabau;

On behalf of faculty in Dietetics and Human Nutrition, Sustainable Agriculture, and the Food Systems Initiative at the University of Kentucky, we submit a proposal for a new undergraduate certificate in Food Systems and Hunger Studies. We anticipate this certificate will be of interest to students across campus from a diverse mix of majors.

The Certificate in Food Systems and Hunger Studies provides students with a cross-disciplinary approach to understanding the impact of food systems on food security, hunger, and the overall health and wellness of a community. The certificate may be earned by undergraduate students in any college at the University of Kentucky. To satisfy the requirements of the certificate, students will complete 12-credit hours of coursework, maintaining a "C" or higher in all required certificate coursework. Students will take required coursework in introduction to sustainable agriculture and community food systems (SAG 210), hunger, food behavior, and the environment (DHN 318), and hunger studies (DHN 319: Seminar in Hunger Studies and DHN 320: Experiential Learning in Hunger Studies). Through structured experiential learning opportunities, students will apply knowledge of food systems and the environment to develop and implement evidence-based strategies to end hunger in both the United States and globally. To complement the nine hours of required coursework, students will also select three hours from pre-approved elective course options, including courses in global health, public health, economics, food ethics, and more. The Certificate in Food Systems and Hunger Studies will complement numerous majors and minors offered on campus, but through a multidisciplinary approach and structured experiential learning opportunities tailored towards the interests and professional goals of the student. Students completing the certificate will have the basic knowledge and skills to provide thoughtful and impactful strategies to promote a sustainable food system and fight hunger and related issues.

The certificate proposal form with attached documentation of support from impacted departments is included in this packet. We thank your committee for the review of this proposal and please let me know if any additional information is needed.

Warm regards;



Tammy J. Stephenson, PhD
DUS, Dietetics and Human Nutrition
Tammy.Stephenson@uky.edu
859-257-2353

NEW UNDERGRADUATE CERTIFICATE

An Undergraduate Certificate is an integrated group of courses (as defined here 12 or more credits) that are 1) cross-disciplinary, but with a thematic consistency, and 2) form a distinctive complement to a student's major and degree program, or 3) leads to the acquisition of a defined set of skills or expertise that will enhance the success of the student upon graduation. Undergraduate Certificates meet a clearly defined educational need of a constituency group, such as continuing education or accreditation for a particular profession; provide a basic competency in an emerging area within a discipline or across disciplines; or respond to a specific state mandate.

After the proposal receives college approval, please submit this form electronically to the Undergraduate Council. Once approved at the academic council level, the academic council will send your proposal to the Senate Council office for additional review via a committee and then to the Senate for approval. Once approved by the Senate, the Senate Council office will send the proposal to the appropriate entities for it to be included in the Bulletin. The contact person listed on the form will be informed when the proposal has been sent to committee and other times, subsequent to academic council review.

Please click [here](#) for more information about undergraduate certificates.

1. GENERAL INFORMATION			
1a	Date of contact with Institutional Effectiveness (IE) ¹ :	02/11/18	
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.		
1b	Home college: Agriculture, Food, and Environment		
1c	Home educational unit (department, school, college ²): <i>Department of Dietetics and Human Nutrition, College of Agriculture, Food and Environment</i>		
1d	Proposed certificate name: <i>Food Systems and Hunger Studies</i>		
1e	CIP Code ³ : 19.0504		
1f	Requested effective date:	<input checked="" type="checkbox"/> Fall semester following approval.	OR <input type="checkbox"/> Specific Date ⁴ : <i>Fall 20</i>
1g	Contact person name: <i>Tammy Stephenson</i>	Email: <i>Tammy.Stephenson@uky.edu</i>	Phone: <i>257-2353</i>
2. OVERVIEW			
2a	Provide a brief description of the proposed new undergraduate certificate. (300 word limit)		
	<i>The Certificate in Food Systems and Hunger Studies provides students with a cross-disciplinary approach to understanding the impact of food systems on food security, hunger, and the overall health and wellness of a</i>		

¹ You can reach Institutional Effectiveness by phone or email (257-2873 or institutionaleffectiveness@uky.edu).

² Only cross-disciplinary certificates may be homed at the college level.

³ In consultation with the Undergraduate Council Chair and Registrar, identify the appropriate CIP code(s) prior to college-level approval.

⁴ Certificates are typically made effective for the semester following approval. No program will be made effective unless all approvals, up through and including University Senate approval, are received.

NEW UNDERGRADUATE CERTIFICATE

<p><i>community. The certificate may be earned by undergraduate students in any college at the University of Kentucky. To satisfy the requirements of the certificate, students will complete 12-credit hours of coursework, maintaining a "C" or higher in all required certificate coursework. Students will take required coursework in introduction to sustainable agriculture and community food systems (SAG 210), hunger, food behavior, and the environment (DHN 318), and hunger studies (DHN 319: Seminar in Hunger Studies and DHN 320: Experiential Learning in Hunger Studies). Through structured experiential learning opportunities, students will apply knowledge of food systems and the environment to develop and implement evidence-based strategies to end hunger in both the United States and globally. To complement the nine hours of required coursework, students will also select three hours from pre-approved elective course options, including courses in global health, public health, economics, food ethics, and more. The Certificate in Food Systems and Hunger Studies will complement numerous majors and minors offered on campus, but through a multidisciplinary approach and structured experiential learning opportunities tailored towards the interests and professional goals of the student. Students completing the certificate will have the basic knowledge and skills to provide thoughtful and impactful strategies to promote a sustainable food system and fight hunger and related issues.</i></p>		
2b	This proposed undergraduate certificate (check all that apply):	
	<input checked="" type="checkbox"/> Is cross-disciplinary ⁵ .	
	<input type="checkbox"/> Is certified by a professional or accredited organization/governmental agency.	
	<input type="checkbox"/> Clearly leads to advanced specialization in a field.	
2c	Affiliation. Is the undergraduate certificate affiliated with a degree program?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	If "yes," include a brief statement of how it will complement the program. If it is not affiliated with a degree program, incorporate a statement as to how it will provide an opportunity for a student to gain knowledge or skills not already available at UK. (300 word limit)	
	<p><i>The Certificate in Food Systems and Hunger Studies will be housed in the Department of Dietetics and Human Nutrition and, therefore, affiliated with the B.S. in Dietetics and B.S. in Human Nutrition programs. Students from these majors will be interested in the Certificate, but the Certificate will appeal to students across a wide variety of majors and colleges. Currently offered courses in hunger studies provide support of the diverse students interested in such coursework - students from Arts & Sciences, Public Health, and other programs in the College of Agriculture, Food, and Environment are currently enrolled in DHN 318, DHN 319, and/or DHN 320.</i></p> <p><i>This certificate will bring together faculty and students across disciplines, including sustainable agriculture, economics, anthropology, community and leadership development, dietetics and human nutrition, sociology, and public health. By offering this certificate, students from across disciplines will take cross-disciplinary coursework to expose them to new concepts and ideas to help UK students understand the impact of food systems on food security and health and become equipped to develop and implement evidence-based strategies to end hunger both in the United States and globally.</i></p>	
2d	Duplication. Are there similar regional or national offerings?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	If "Yes," explain how the proposed certificate will or will not compete with similar regional or national offerings.	
	<p>Minors in Hunger Studies are offered at Auburn University and the University of Rhode Island. Minors or certificates in Food Systems-related studies are offered at Bucknell University, Cornell University, University of California Berkley, the University of Vermont, and Cornell University. To our knowledge, no such minors or certificates are offered regionally and, therefore, there will not be competition. As well, the Certificate in Food Systems and Hunger Studies will only be open to undergraduate or post-bac students at the University of</p>	

⁵ An undergraduate certificate must be cross-disciplinary and students must take courses in at least two disciplines, with a minimum of three credits to be completed in a second discipline.

NEW UNDERGRADUATE CERTIFICATE

Kentucky. We anticipate that having such a certificate will actually be an effective recruiting tool for several programs on campus.

2d Rationale and Demand. Explain the need for the new undergraduate certificate (e.g. market demand and cross-disciplinary considerations). (300 word limit)

Career opportunities related to food systems and hunger are expanding domestically and abroad. However, there are limited academic programs that prepare the workforce with a comprehensive approach focused on the impact of food systems on food security and health. This certificate provides a unique opportunity for University of Kentucky students to increase their knowledge and skills related to building a sustainable food system for all. As such, students who complete this certificate will be better prepared to gain employment within this growing field and promote sustainable, food secure communities.

2e Target audience. Check the box(es) that apply to the target student population.

Currently enrolled undergraduate students.

Post-baccalaureate students.

2f Describe the demographics of the intended audience. (150 word limit)

Undergraduate students from any major/college at the University of Kentucky may earn the Certificate in Food Systems and Hunger Studies. We anticipate students from sustainable agriculture, public health, dietetics, human nutrition, economics, and sociology will be particularly interested, but certainly others as well. Currently, students from a variety of disciplines are enrolled in DHN 318: Hunger, Food Behavior, and the Environment, DHN 319: Seminar in Hunger Studies and DHN 320: Experiential Learning in Hunger Studies. The certificate will complement the professional growth and preparation for students interested in food systems, sustainability, food security, poverty, hunger studies, and health and wellness. There is a need for college graduates prepared to provide solutions to issues surrounding and hunger studies. The certificate will fill the need of providing complementary knowledge to a student's primary field(s) of study.

2g Projected enrollment. What are the enrollment projections for the first three years?

	Year 1	Year 2 (Yr. 1 continuing + new entering)	Year 3 (Yrs. 1 and 2 continuing + new entering)
Number of Students	5-10	10-20	20-30

2h Distance learning (DL). Initially, will any portion of the undergraduate certificate be offered via DL? Yes No

If "Yes," please indicate below the percentage of the certificate that will be offered via DL.

1% - 24% 25% - 49% 50% - 74% 75 - 99% 100%

If "Yes," describe the DL course(s) in detail, including the number of required DL courses. (200 word limit)

3. ADMINISTRATION AND RESOURCES

3a Administration. Describe how the proposed undergraduate certificate will be administered, including admissions, student advising, retention, etc. (150 word limit)

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	<p><i>The certificate will be administered by the Director of the Certificate Program, who may also serve as Director of Undergraduate Studies in the Department of Dietetics and Human Nutrition. Students will need to be in good academic standing to be considered for admission. Students will complete an online form to be considered for admission to the certificate program. The Director will then be responsible for meeting with students, developing a curriculum plan for meeting the certificate requirements, and continued advising through the completion of the certificate. The Director will work closely with advising professionals, including the student's primary academic advisor. Given the demonstrated demand for this academic focus, at this time, we do not foresee a need to take measures related to retention. If such a need becomes necessary, the Director will coordinate efforts to promote student success and retention in the certificate program.</i></p>		
3b	<p>Faculty of Record. The Faculty of Record consists of the undergraduate certificate director and other faculty who will be responsible for planning and participating in the certificate program. Describe the process for identifying the certificate director. Regarding membership, include the aspects below. (150 word limit)</p> <ul style="list-style-type: none"> • Selection criteria; • Whether the member is voting or non-voting; • Term of service; and • Method for adding/removing members. 		
	<p><i>The Faculty of Record will include one faculty from the Department of Dietetics and Human Nutrition, one faculty from Sustainable Agriculture, and one faculty rotating from one of the elective course options for a total of three faculty of record. Faculty will be selected based on input from the Dean of the College of Agriculture, Food, and Environment and Chair's of the represented departments with preference given to faculty teaching one of the courses for the certificate or serving as Director of Undergraduate Studies. All three members will be voting. The terms of service for faculty of record will be determined by the Chair of the Department of Dietetics and Human Nutrition. The Faculty of Record will be responsible for forging policies regarding adding or removing members of the faculty of record.</i></p>		
3c	<p>Advisory board. Will the undergraduate certificate have an advisory board⁶?</p>		<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
	<p>If "Yes," please describe the standards by which the faculty of record will add or remove members of the advisory board. (150 word limit)</p>		
	<p>The advisory board will include at least eight members. Advisory board members will be appointed by the Faculty of Record. Faculty and community advisory board members will be asked to serve a 3-year term, while students will be asked to serve a 1-year term. Advisory board members can be removed by vote of the Faculty of Record.</p>		
	<p>If "Yes," please list below the <u>number</u> of each type of individual (as applicable) who will be involved in the advisory board.</p>		
1	<p>Faculty within the college who are within the home educational unit.</p>		
1	<p>Faculty within the college who are outside the home educational unit.</p>		
1	<p>Faculty outside the college who are within the University.</p>		
	<p>Faculty outside the college and outside the University who are within the United States.</p>		
	<p>Faculty outside the college and outside the University who are outside the United States.</p>		
1	<p>Students who are currently in the program.</p>		
1	<p>Students who recently graduated from the program.</p>		

⁶ An advisory board includes both faculty and non-faculty who advise the faculty of record on matters related to the program, e.g. national trends and industry expectations of graduates.

NEW UNDERGRADUATE CERTIFICATE

	Members of industry.		
3	Community volunteers.		
	Other. Please explain:		
8	Total Number of Advisory Board Members		
3d	Course utilization. Will this undergraduate certificate utilize courses from other academic units?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<p>If "Yes," two pieces of supporting documentation are required.</p> <p><input checked="" type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director⁷ from which individual courses will be used. The letter must include demonstration of true collaboration between multiple units⁸ and impact on the course's use on the home educational unit.</p> <p><input checked="" type="checkbox"/> 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.</p>		
3e	Financial Resources. What are the (non-course) resource implications for the proposed undergraduate certificate, including any projected budget needs? (300 word limit)		
	<i>No additional financial resources are needed. All courses are currently taught on the University of Kentucky campus.</i>		
3f	Other Resources. Will the proposed undergraduate certificate utilize resources (e.g. departmentally controlled equipment or lab space) from additional units/ programs?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," identify the other resources that will be shared. (150 word limit)		
	<p>If "Yes," two pieces of supporting documentation are required.</p> <p><input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director⁹ of the unit whose "other resources" will be used.</p> <p><input type="checkbox"/> 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.</p>		
4. IMPACT			
4a	Other related programs. Are there any related UK programs and certificates?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," describe how the new certificate will complement these existing UK offerings. (250 word limit)		
	<p>If "Yes," two pieces of supporting documentation are required.</p> <p><input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director of the unit whose "other resources" will be used.</p>		

⁷ A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

⁸ Show evidence of detailed collaborative consultation with such units early in the process.

⁹ A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.

NEW UNDERGRADUATE CERTIFICATE

Check to confirm that appended to the end of this form is verification that the chair/director has input from the faculty members of the unit. This typically takes the form of meeting minutes.

5. ADMISSIONS CRITERIA AND CURRICULUM STRUCTURE

5a **Admissions criteria.** List the admissions criteria for the proposed undergraduate certificate. (150 word limit)

All undergraduate students in good standing at the University of Kentucky are invited to declare the Certificate in Food Systems and Hunger Studies and complete the required coursework and certificate activities. Students must earn a "C" or better in each required certificate course to receive the certificate.

5b **Core Courses.** List the required courses below.

Prefix & Number	Course Title	Credit Hrs	Course Status ¹⁰
SAG 210	<i>Introduction to Sustainable Agriculture and Community Food Systems</i>	3	Change
DHN 318	<i>Hunger, Food Behavior, and the Environment</i>	3	No Change
DHN 319	<i>Seminar in Hunger Studies</i>	1	No Change
DHN 320	<i>Experiential Learning in Hunger Studies</i>	2	No Change
			Select one....

5c **Elective courses.** List the electives below.

Prefix & Number	Course Title	Credit Hrs	Course Status ¹¹
AEC 309	<i>International Agriculture, World Food Needs, and US Trade in Agriculture Products</i>	3	No Change
ANT 225	<i>Culture, Environment, and Global Issues</i>	3	No Change
ANT 251	<i>Global Health: Culture, Pathologies</i>	3	No Change
CPH 201	<i>Introduction to Public Health</i>	3	No Change
ECO 450g	<i>The Economics of Poverty and Welfare Programs</i>	3	No Change
GEN 300	<i>Food Connections: Issues in Food Systems</i>	3	No Change
Total Credit Hours:		3	

Form will not allow this addition, but would also like to include:
 Additional coursework at the 200-level or above(3 hrs), such as education abroad and special topics courses, that are appropriate to fulfill this requirement can be taken with pre-approval by the Certificate Director.

¹¹ 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").

NEW UNDERGRADUATE CERTIFICATE

5d	Are there any other requirements for the undergraduate certificate? If “Yes,” note below. (150 word limit)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	N/A		

5e	Is there any other narrative about the undergraduate certificate that should be included in the Bulletin? If “Yes,” please note below. (300 word limit)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<p><i>A Certificate in Food Systems and Hunger Studies may be earned by undergraduate students in any college at the University of Kentucky. To satisfy the requirements of the Certificate, students must complete nine hours of required coursework (SAG 210, DHN 318, DHN 319, and DHN 320) and 3 hours of pre-approved elective coursework at the 200-level or above. The elective coursework includes pre-approved courses as well as additional coursework (3 hrs), such as education abroad credit and special topics courses, that are appropriate to fulfill this requirement and should be approved in advance by the Certificate Director. To earn the Certificate, students must complete at least 12 credit hours of coursework at the 200-level or above, earning a "C" or higher in all coursework counting towards the Certificate in Food Systems and Hunger Studies.</i></p>		

6. ASSESSMENT

6a	<p>Student learning outcomes. Please provide the student learning outcomes for this undergraduate certificate. List the knowledge, competencies, and skills (learning outcomes) students will be able to do upon completion. (Use action verbs, not simply “understand.”) (250 word limit)</p>
	<p><i>1. Describe the impact of food systems on food security, hunger, and the overall health and wellness of a community.</i></p> <p><i>2. Apply knowledge of food systems and the food environment in developing and implementing evidence-based strategies to end hunger both in the United States and globally.</i></p>

6b	<p>Student learning outcome (SLO) assessment. How and when will student learning outcomes be assessed? Please map proposed measures to the SLOs they are intended to assess. Do not use grades or indirect measures (e.g. focus groups, surveys) as the sole method. Measures likely include artifacts such as course-embedded assessment (e.g., portfolios, research papers or oral presentations); and test items (embedded test questions, licensure/certification testing, nationally or state-normed exams). (300 word limit)</p>
	<p><i>SLO # 1: Describe the impact of food systems on food security, hunger, and the overall health and wellness of a community.</i></p> <p><i>This SLO will be assessed through a pre- and post-survey administered to students when they first enter the certificate program as well as at the completion of the certificate program. As well, the SLO will be assessed through a capstone assignment embedded in the DHN 319: Seminar in Hunger Studies course.</i></p> <p><i>2. Apply knowledge of food systems and the food environment in developing and implementing evidence-based strategies to end hunger both in the United States and globally.</i></p> <p><i>This SLO will be assessed through a pre- and post-survey administered to students when they first enter the certificate program as well as at the completion of the certificate program. As well, the SLO will be assessed through a capstone assignment presentation embedded in the DHN 320: Experiential Learning in Hunger Studies course.</i></p>

NEW UNDERGRADUATE CERTIFICATE

6c	<p>Certificate outcome assessment¹². Describe program evaluation procedures for the proposed undergraduate certificate. Include how the faculty of record will determine whether the program is a success or a failure. List the benchmarks, the assessment tools, and the plan of action if the program does not meet its objectives. (250 word limit)</p> <p><i>The students in the certificate program will be surveyed prior to and upon graduation to assess the ways the certificate could be improved. Toward the end of the 5th year of its duration, the Faculty of Record, under the leadership of the Director, shall prepare a report summarizing its status, operations, and certificate awardees during that period of time. As well, the report shall indicate the certificate's prospects for the future and if renewal of the certificate curriculum is sought. The report will be provided to the Dean of the College of Agriculture, Food and Environment. If the certificate is suspended or terminated, students currently enrolled in the curriculum shall have a reasonable period of time, not to exceed three years, to complete the requirements for the certificate.</i></p>
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7. OTHER INFORMATION

7a	Is there any other information about the undergraduate certificate to add? (150 word limit)
	N/A

8. 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).

	Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email
8a	(Within College) <i>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.</i>		
	Dietetics and Human Nutrition	09/12/17	Sandra Bastin / 7-3800 / sbastin@uky.edu
	Sustainable Agriculture	11/06/17	A. Lee Meyer / 338-0923 / lee.meyer@uky.edu
	College of Agriculture, Food and Environment	16 02/09/18	Larry J. / 3469 / lqvraba@uky.edu Graben
			/ /

8b	(Collaborating and/or Affected Units)		
	Agricultural Economics	09/07/17	Leigh Maynard / 7-7277 / leigh.maynard@uky.edu
	Anthropology	09/25/17	Sara Lyon / 7-5038 / sara.lyon@uky.edu
	Economics	08/29/17	Darshak Patel / 3-3776 / darshak.patel@uky.edu
	Public Health	08/29/17	Sarah Cprek / 8-0196 / sarah.cprek@uky.edu
	Food Connection	08/22/17	Lilian Brislen / 8-4987 / lilian.brislen@uky.edu
			/ /

¹² This is a plan of how the certificate will be assessed, which is different from assessing student learning outcomes.

NEW UNDERGRADUATE CERTIFICATE

			/	/
			/	/
			/	/
8c	(Senate Academic Council)	Date Approved	Contact Person Name	
	Health Care Colleges Council (if applicable)			
	Undergraduate Council	3/20/18	Joanie Ett-Mims	



**Department of Dietetics and Human Nutrition
DHN Faculty Conversation Minutes
9:30 – 11:00, 208A Funkhouser
September 12, 2017**

Expected Attendees: Sandra Bastin, Jordan Bressler, Dawn Brewer, Liz Combs, Emily DeWitt, Kyle Flack, Alison Gustafson, Amanda Hege, Jessica Houlihan, Yolanda Jackson, Janet Mullins, Annhall Norris, Anissa Radford, Aaron Schwartz, Danielle Stahl, Tammy Stephenson

Conversation Items

1. Natural Resources and Environmental Sciences (NRES) Program

NRES requested that DHN include DHN 318 Hunger, Food Behavior and the Environment be listed as an elective in their Global Food systems emphasis. There are about 120 majors who choose from nine emphases. The DHN Curriculum Committee has reviewed the NRES request and unanimously approves DHN 318 being listed in the NRES Global Food Systems emphasis. Dr. Tammy Stephenson made a motion with a second from Dr. Janet Mullins. Faculty voted unanimously to approve DHN 318 being listed in the NRES Global Food systems emphasis, with up to five students taking the course “with consent of the instructor”. A letter of support was sent to Dr. David McNear on September 13, 2017. NRES will send in their paperwork including DHN 318 in the fall 2017.

2. Certificate of Food Systems and Hunger Studies

The Certificate of Food Systems and Hunger Studies provides students with a cross-disciplinary approach to understanding the impact of food systems on food security, hunger and the overall health and wellness of a community. Students will be required to enroll and complete with a “C” or better, SAG 210, DHN 318, DHN 319, DHN 320 and an additional three-hour elective. Dr. Tammy Stephenson will serve as Director of the Certificate. Dr. Alison Gustafson made a motion with a second from Dr. Janet Mullins. Faculty unanimously approved the implementation of the certificate.

3. UK Scholars Program

The University Scholars Program offers particularly gifted and highly motivated students the opportunity of integrating their undergraduate and graduate courses of study in a single continuous program culminating in both a baccalaureate and a master's degree. The application is available at <http://www.research.uky.edu/gs/Forms/UniversityScholars-0614EditableForm.pdf> and should be submitted at the end of the student's junior year. Applicants should have completed at least 90 credit hours of work toward the bachelor's degree, or be eligible for senior standing in the semester they are admitted to the program. The master's program must be Nutrition and Food Systems. The undergraduate grade point average must be at least a 3.50 in the applicant's major field and 3.20 overall. Applicants to a University Scholars program must submit both a Graduate School application and a University Scholars form with all requested signatures. Dr. Tammy Stephenson made a motion with a second from Dr. Alison Gustafson. Faculty unanimously approved continuing the program. Marketing materials will be developed and the program shared with students soon.

4. DHN Alumni Reception

The next alumni reception will be hosted by DHN on Friday, November 10 from 4:30-6:00pm at the Good Barn. If you are attending, please let Emily DeWitt know. Also let us know how many basketball tickets you will need. The game is at 7:00 and transportation is provided.

5. Liability Insurance

DHN liability insurance is needed for individuals working off site and not on University property. Please work with Hollie Anderson to have your students covered if they are going to work off campus or are Performance Nutrition Volunteers or enrolled in DHN 480. We will have a student waiver for students to sign enrolled in DHN 302, 304 and 342 or working with CKUK where accidents are more likely to happen.

6. DHN Newsletter

While Amanda Hege is on maternity leave, Danielle Stahl will prepare the DHN Newsletter. Please send information the Friday before through the link on our website at .

7. DHN BS Blurbs

Anissa Radford, Dr. Tammy Stephenson and CAFE have been working on marketing tools that will be on the web and used during internal and external recruiting efforts. If you have changes to the current blurbs, please share with Anissa.

8. CAFÉ Faculty Council

Fall Faculty Meeting, September 19 @ 3:00pm at the E.S. Good Barn, Gorham Hall. Questions for the Dean should be sent to Dr. Alison Gustafson or Liz Combs. Please make a strong showing if possible.

9. Personal Safety

Security has been lax this semester, with outside lab and office doors left open. Lock your office or lab every time you leave – even for a minute or two; keep the door to your office or lab locked when working at times other than regular operating hours and other times as appropriate; keep personal belongings (e.g., purse, cell phone) locked up at all times. For more personal safety tips, visit UK's Division of Crisis Management & Preparedness webpage: <http://www.uky.edu/EM/personal-safety-tips.html>.

For emergencies – call 911 from an office phone or #UKPD (#8573) from a cell phone; Sign up for UK Alert (if you haven't already) - <http://www.uky.edu/EM/UKAlert/>; UK LiveSafe app – features include tip reporting, virtual escorts, campus navigation, emergency calling - <http://www.uky.edu/EM/LiveSafe.html>; Call Ag Security for a free safety escort – Office: (859) 257-4637 or Cell: (859) 509-2957 (if no immediate answer, please wait a few minutes and try again as cell signals are weak on some patrol areas). The service is available Mondays-Thursdays from 5pm-8am and weekends 5pm Friday-8am Monday.

10. PhD Program

Dr. Janet Mullins, Dr. Dawn Brewer, Dr. Janet Kurzynske and Dr. Heather Norman-Burgdolf met to begin the PhD implementation process.

11. Education Abroad

There is now a new college committee approving education abroad programs from CAFE. The committee is looking closely at the syllabus to make sure the itinerary is linked to learning outcomes.

12. Important Dates

Faculty Meetings will be on second Tuesday of month at 9:30 – 11:00 in 208A.

October 10

November 14

December 12

November 20 3:00pm Promotion Celebration Dr. Tammy Stephenson Associate Professor

November 28 All School Conference Hyatt Regency – Only Extension and interested faculty need attend.

Subject: Support for the proposed certificate program
Date: Monday, November 6, 2017 at 9:06:03 AM Eastern Standard Time
From: Meyer, Alphonse
To: Stephenson, Tammy
CC: Jacobsen, Krista L

Hello Tammy,

I am writing to express the support of the Sustainable Ag program for the undergraduate certificate in Food Systems and Hunger Studies. We strongly supports the roll of SAG 210 as a required component to that curriculum.

As background, the leaders of the SAG program have been involved in the development of the proposed certificate program, our input has been taken into its development and as a result, we are fully supportive of the program and expect that a large proportion of our SAG students will be interested in pursuing the Certificate in Food Systems and Hunger Studies.

Please let me know if you have any questions.

A. Lee Meyer, SAG Steering Committee Chair

Lee

=====

A. Lee Meyer, Professor
(Sustainable Agriculture)
So. SARE Landgrant Liaison,
Chair, SAG Steering Commttee.
Univ. of Kentucky
Lexington, KY 40546
lee.meyer@uky.edu
859.338.0923

Subject: RE: AEC 309 & Certificate in Food Systems and Hunger Studies
Date: Thursday, September 7, 2017 at 10:26:29 AM Eastern Daylight Time
From: Maynard, Leigh
To: Brown, Roger
CC: Stephenson, Tammy

Hi Roger and Tammy,

I can confirm that in yesterday's faculty meeting the Ag Econ faculty voted unanimously to approve the use of AEC 309 as an elective in the proposed Certificate in Food Systems and Hunger Studies.

Best of luck in launching the program!

Leigh

Leigh Maynard, Chair
Dept. of Agricultural Economics, Univ. of Kentucky
400 Charles E. Barnhart Bldg.
Lexington, KY 40546-0276
Phone: 859-257-7277

Subject: RE: Certificate in Food Systems and Hunger Studies request and approval process
Date: Tuesday, August 29, 2017 at 1:01:09 PM Eastern Daylight Time
From: Cprek, Sarah
To: Stephenson, Tammy
Attachments: image001.png

Hi Tammy,

Sorry for my delay in replying to this message. It is wonderful to hear from you and I would love to set up a meeting sometime to discuss our respective programs in person. I always appreciate the opportunity to know more about the other DUS around campus. I have spoken with our Dean and Associate Dean on your request below and we approve the addition of CPH 201 as an optional elective. Let me know if there is anything further you need from us on our end to move your certificate forward.

Thanks,

Sarah Cprek, MPH

Director of Undergraduate Studies
College of Public Health
University of Kentucky
111 Washington Ave #120B
Lexington, KY 40536-0003
Phone: 859-218-0196
sarah.cprek@uky.edu

From: Stephenson, Tammy
Sent: Monday, August 21, 2017 8:09 PM
To: Cprek, Sarah <sarah.cprek@uky.edu>
Subject: Certificate in Food Systems and Hunger Studies request and approval process

Hello Professor Cprek,

My name is Tammy Stephenson and I am the DUS for the Department of Dietetics and Human Nutrition. I am

reaching out as I believe you are the DUS for the College of Public Health BS in Public Health program? Over the past couple of years, a group from the College of Agriculture, Food, and Environment has been working in collaboration with the Food Systems Initiative on campus on a new Undergraduate Certificate in Food Systems and Hunger Studies at the University of Kentucky. The committee believes there is a need for, and strong interest in, such a certificate. With that in mind, we have developed a certificate program that includes 9 hours of required coursework and 3 hours of elective coursework (from an approved list). Our proposed curriculum is below.

I am writing to seek approval of your department for CPH 201 to be included as an elective for the certificate program. We felt that this course would fit well with the goals of the certificate and provide a well-rounded education for those with an interest in public health as it relates to food security, hunger, and health. We don't anticipate large numbers of students taking the class given as there are several options to select from to meet that requirement. Quite honestly, it is likely the students in my home program, dietetics and human nutrition, who will be most interested in the CPH 201 course to complement the other required coursework for the certificate.

In addition to the certificate requirements below, I have attached additional information about the proposal. If you have any questions or concerns, please do not hesitate to contact me – I am happy to discuss over the phone or in person. We are excited about this cross-disciplinary collaboration and offering a timely certificate option to undergraduate students at the University of Kentucky. Our hope is to start the submission process for the proposal by mid-September.

Requirements for Certificate:

A Certificate in Food Systems and Hunger Studies may be earned by undergraduate students in any college at the University of Kentucky. To satisfy the requirements of the Certificate, students must complete a total of at least five courses, each 1 to 3 credit hours, for a total of 12 credit hours of coursework at the 200-level or above. Students must earn a "B" or higher in all required coursework.

12-credit hours required for the certificate – 9 hours of required coursework + 3 hours of electives from provided list

Required Coursework – 9 hours

SAG 210: Introduction to Sustainable Agriculture and Food Systems (3 hrs)

DHN 318: Hunger, Food Behavior, and the Environment (3 hrs)

DHN 319: Seminar in Hunger Studies (1 hr)

DHN 320: Experiential Learning in Hunger Studies (2 hrs)

200+ Credit Hour Electives – 3 hours

AEC 309: International Agriculture, World Food Needs, and US Trade in Agriculture Products (3 hrs)

ANT 225: Culture, Environment, and Global Issues (3 hrs)

ANT 251: Global Health: Culture, Pathologies (3 hrs)

CPH 201: Introduction to Public Health (3 hrs)

ECO 450g: The Economics of Poverty and Welfare Programs (3 hrs)

GEN 300: Food Connections: Issues in Food Systems (3 hrs)

PHI 205: Food Ethics (3 hrs)

Additional coursework (3 hrs), including education abroad credit and special topics courses, may be appropriate to fulfill this requirement and should be approved in advance by the Certificate Director.

Thank you for your time and, again, we appreciate the College of Public Health considering this request. Best wishes for the start of the fall semester!

Warm regards,
Tammy



Tammy J. Stephenson, PhD

Faculty & Director of Undergraduate Studies

Department of Dietetics and Human Nutrition

University of Kentucky

203 Funkhouser Building, Lexington, KY 40506-0054

(859) 257-2353

Tammy.Stephenson@uky.edu

Subject: Re: Certificate in Food Systems and Hunger Studies request and approval process
Date: Monday, September 25, 2017 at 9:07:59 AM Eastern Daylight Time
From: Lyon, Sarah
To: Stephenson, Tammy, Jefferies, Richard W
Attachments: image001.png

Hi Tammy,
Our chair said that this would be fine. Do you need a formal letter or anything like that?

Sarah Lyon

Associate Professor and DGS, Anthropology
Director, [Careers Beyond the Professoriate](#)
Editor, [Human Organization](#)
University of Kentucky
<http://anthropology.as.uky.edu/users/smlyon3>
859-257-5038/859-539-1296

From: Stephenson, Tammy
Sent: Sunday, September 24, 2017 2:51:58 PM
To: Jefferies, Richard W
Cc: Lyon, Sarah
Subject: Certificate in Food Systems and Hunger Studies request and approval process

Good afternoon Dr. Jeffries and Dr. Lyon,

I hope your semesters are off to a good start. I am following up on a request to include two ANT courses as elective options for a proposed undergraduate Certificate in Food Systems and Hunger Studies. I have attached the most current version of the proposal and proposal overview, which have just a couple of minor changes from what I had sent in August.

Specifically, for ANT, we would like to request the following two courses be listed as elective options. Because they are elective options, we don't anticipate enrollment in the courses changing by more than just a few students, at most, per semester.

[ANT 225: Culture, Environment, and Global Issues \(3 hrs\)](#)
[ANT 251: Global Health: Culture, Pathologies \(3 hrs\)](#)

Please let me know if any additional information would be helpful in your review of this request. We are hoping to submit the proposal by mid-October to allow time for the appropriate review process for the certificate to be in place for students next fall. Thanks again and have a nice afternoon.

Warm regards,
Tammy



Tammy J. Stephenson, PhD

Faculty & Director of Undergraduate Studies
Department of Dietetics and Human Nutrition
University of Kentucky
203 Funkhouser Building, Lexington, KY 40506-0054
(859) 257-2353
Tammy.Stephenson@uky.edu

From: "Stephenson, Tammy" <tammy.stephenson@uky.edu>

Date: Monday, August 21, 2017 at 7:48 PM

To: "Jefferies, Richard W" <rwjeff1@uky.edu>

Subject: Certificate in Food Systems and Hunger Studies request and approval process

Hi Dr. Jefferies,

My name is Tammy Stephenson and I am the DUS for the Department of Dietetics and Human Nutrition. I am reaching out as I believe you are the DUS for the Department of Anthropology? Over the past couple of years, a group from the College of Agriculture, Food, and Environment has been working in collaboration with the Food Systems Initiative on campus on a new Undergraduate Certificate in Food Systems and Hunger Studies at the University of Kentucky. The committee believes there is a need for, and strong interest in, such a certificate. With that in mind, we have developed a certificate program that includes 9 hours of required coursework and 3 hours of elective coursework (from an approved list). Our proposed curriculum is below.

I am writing to seek approval of your department for ANT 225 and ANT 251 to be included as two of the elective options for the certificate program. We felt that these courses would fit well with the goals of the certificate and provide a well-rounded education for those with an interest in global issues related to food systems, food security, hunger, and policy. We don't anticipate large numbers of students taking the class since there are several other elective options.

In addition to the certificate requirements below, I have attached additional information about the proposal. If you have any questions or concerns, please do not hesitate to contact me – I am happy to discuss over the phone or in person. We are excited about this cross-disciplinary collaboration and offering a timely certificate option to undergraduate students at the University of Kentucky. Our hope is to start the submission process for the proposal by mid-September.

Requirements for Certificate:

A Certificate in Food Systems and Hunger Studies may be earned by undergraduate students in any college at the University of Kentucky. To satisfy the requirements of the Certificate, students must complete a total of at

least five courses, each 1 to 3 credit hours, for a total of 12 credit hours of coursework at the 200-level or above. Students must earn a "C" or higher in all required coursework.

12-credit hours required for the certificate – 9 hours of required coursework + 3 hours of electives from provided list

Required Coursework – 9 hours

SAG 210: Introduction to Sustainable Agriculture and Food Systems (3 hrs)
DHN 318: Hunger, Food Behavior, and the Environment (3 hrs)
DHN 319: Seminar in Hunger Studies (1 hr)
DHN 320: Experiential Learning in Hunger Studies (2 hrs)

200+ Credit Hour Electives – 3 hours

AEC 309: International Agriculture, World Food Needs, and US Trade in Agriculture Products (3 hrs)
ANT 225: Culture, Environment, and Global Issues (3 hrs)
ANT 251: Global Health: Culture, Pathologies (3 hrs)
CPH 201: Introduction to Public Health (3 hrs)
ECO 450g: The Economics of Poverty and Welfare Programs (3 hrs)
GEN 300: Food Connections: Issues in Food Systems (3 hrs)
PHI 205: Food Ethics (3 hrs)
Additional coursework (3 hrs), including education abroad credit and special topics courses, may be appropriate to fulfill this requirement and should be approved in advance by the Certificate Director.

Thank you for your time and, again, we appreciate the Department of Anthropology considering this request. Best wishes for the start of the fall semester!

Warm regards,
Tammy



Tammy J. Stephenson, PhD

Faculty & Director of Undergraduate Studies
Department of Dietetics and Human Nutrition
University of Kentucky
203 Funkhouser Building, Lexington, KY 40506-0054
(859) 257-2353
Tammy.Stephenson@uky.edu

Subject: Re: Certificate in Food Systems and Hunger Studies request and approval process
Date: Tuesday, August 29, 2017 at 2:18:35 PM Eastern Daylight Time
From: Patel, Darshak
To: Stephenson, Tammy
Attachments: image001.png

Professor Stephenson,

I brought this up to the chair and the department There were no objections to the proposal to add ECO 450G to the Certificate in Food Systems and Hunger Studies and they had several positive comments.

Best

Darshak Patel, PhD

Senior Lecturer of Economics

Director of Undergraduate Studies

Gatton College of Business and Economics

University of Kentucky

phone: (859) 323-3776

office: 225P

website: gatton.uky.edu



From: "Stephenson, Tammy" <tammy.stephenson@uky.edu>
Date: Monday, August 21, 2017 at 7:57 PM
To: Darshak Patel <darshak.patel@uky.edu>
Subject: Certificate in Food Systems and Hunger Studies request and approval process

Hello Dr. Patel,

My name is Tammy Stephenson and I am the DUS for the Department of Dietetics and Human Nutrition. I am reaching out as I believe you are the DUS for the Department of Economics? Over the past couple of years, a group from the College of Agriculture, Food, and Environment has been working in collaboration with the Food Systems Initiative on campus on a new Undergraduate Certificate in Food Systems and Hunger Studies at the University of Kentucky. The committee believes there is a need for, and strong interest in, such a certificate. With that in mind, we have developed a certificate program that includes 9 hours of required coursework and 3 hours of elective coursework (from an approved list). Our proposed curriculum is below.

I am writing to seek approval of your department for ECO 450g to be included as an elective for the

certificate program. We felt that this course would fit well with the goals of the certificate and provide a well-rounded education for those with an interest in economics related to poverty. We don't anticipate large numbers of students taking the class given it is a high-level course with the ECO 401 prerequisite. However, if there are ECO students interested in this certificate program, we would like include the ECO 450g as an option for their fulfilling the certificate elective requirement.

In addition to the certificate requirements below, I have attached additional information about the proposal. If you have any questions or concerns, please do not hesitate to contact me – I am happy to discuss over the phone or in person. We are excited about this cross-disciplinary collaboration and offering a timely certificate option to undergraduate students at the University of Kentucky. Our hope is to start the submission process for the proposal by mid-September.

Requirements for Certificate:

A Certificate in Food Systems and Hunger Studies may be earned by undergraduate students in any college at the University of Kentucky. To satisfy the requirements of the Certificate, students must complete a total of at least five courses, each 1 to 3 credit hours, for a total of 12 credit hours of coursework at the 200-level or above. Students must earn a "B" or higher in all required coursework.

12-credit hours required for the certificate – 9 hours of required coursework + 3 hours of electives from provided list

Required Coursework – 9 hours

SAG 210: Introduction to Sustainable Agriculture and Food Systems (3 hrs)

DHN 318: Hunger, Food Behavior, and the Environment (3 hrs)

DHN 319: Seminar in Hunger Studies (1 hr)

DHN 320: Experiential Learning in Hunger Studies (2 hrs)

200+ Credit Hour Electives – 3 hours

AEC 309: International Agriculture, World Food Needs, and US Trade in Agriculture Products (3 hrs)

ANT 225: Culture, Environment, and Global Issues (3 hrs)

ANT 251: Global Health: Culture, Pathologies (3 hrs)

CPH 201: Introduction to Public Health (3 hrs)

ECO 450g: The Economics of Poverty and Welfare Programs (3 hrs)

GEN 300: Food Connections: Issues in Food Systems (3 hrs)

PHI 205: Food Ethics (3 hrs)

Additional coursework (3 hrs), including education abroad credit and special topics courses, may be appropriate to fulfill this requirement and should be approved in advance by the Certificate Director.

Thank you for your time and, again, we appreciate the Department of Economics considering this request. Best wishes for the start of the fall semester!

Warm regards,

Subject: Re: Certificate in Food Systems and Hunger Studies request and approval process
Date: Tuesday, August 22, 2017 at 5:59:35 PM Eastern Daylight Time
From: Brislen, Lilian
To: Stephenson, Tammy, Smith, M
Attachments: image001.png

Hello Tammy

We at The Food Connection are greatfull for your work putting together this exciting certificate program, and look forward to working with you and the other contributors to continue to build a food systems studies community on campus. We agree that our Food Connections course is a great fit for this program, and are honored to have it included as an elective.

Please let us know if there is any other information or support we can provide.

Regards,
Lilian Brislen, PhD
Executive Director, The Food Connection
University of Kentucky

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From: Stephenson, Tammy
Sent: Monday, August 21, 2017 8:25:10 PM
To: Smith, M; Brislen, Lilian
Subject: Certificate in Food Systems and Hunger Studies request and approval process

Hi Scott and Lilian,

As you well know, a small working group from the College of Agriculture, Food, and Environment has been working in collaboration with the Food Systems Initiative on a new Undergraduate Certificate in Food Systems and Hunger Studies at the University of Kentucky. The committee believes there is a need for, and strong interest in, such a certificate. With that in mind, we have developed a certificate program that includes 9 hours of required coursework and 3 hours of elective coursework (from an approved list). The proposed curriculum is below.

I am writing to officially seek approval for *Food Connections: Issues in Food Systems* to be included as one of the elective options for the certificate program. As we've previously discussed, this class complements the required coursework and provides practical application for those interested in food systems and culinary concepts.

In addition to the certificate requirements below, I have attached information about the proposal, including the overview and learning outcomes. If you have any questions or concerns, please do not hesitate to contact me – I am happy to discuss further over the phone or in person. We are excited about this cross-disciplinary collaboration and offering a timely certificate option to undergraduate students at the University of Kentucky. Our hope is to submit the proposal to CAFE by mid-September and would appreciate an email/letter of support for *Food Connections: Issues in Food Systems* to be included in the curriculum and, perhaps, a statement of support just for the certificate itself.

Requirements for Certificate:

A Certificate in Food Systems and Hunger Studies may be earned by undergraduate students in any college at the University of Kentucky. To satisfy the requirements of the Certificate, students must complete a total of at least five courses, each 1 to 3 credit hours, for a total of 12 credit hours of coursework at the 200-level or above. Students must earn a "B" or higher in all required coursework.

12-credit hours required for the certificate – 9 hours of required coursework + 3 hours of electives from provided list

Required Coursework – 9 hours

SAG 210: Introduction to Sustainable Agriculture and Food Systems (3 hrs)

DHN 318: Hunger, Food Behavior, and the Environment (3 hrs)

DHN 319: Seminar in Hunger Studies (1 hr)

DHN 320: Experiential Learning in Hunger Studies (2 hrs)

200+ Credit Hour Electives – 3 hours

AEC 309: International Agriculture, World Food Needs, and US Trade in Agriculture Products (3 hrs)

ANT 225: Culture, Environment, and Global Issues (3 hrs)

ANT 251: Global Health: Culture, Pathologies (3 hrs)

CPH 201: Introduction to Public Health (3 hrs)

ECO 450g: The Economics of Poverty and Welfare Programs (3 hrs)

GEN 300: Food Connections: Issues in Food Systems (3 hrs)

PHI 205: Food Ethics (3 hrs)

Additional coursework (3 hrs), including education abroad credit and special topics courses, may be appropriate to fulfill this requirement and should be approved in advance by the Certificate Director.

Thank you for your time and, again, we appreciate your continued support for this certificate. Best wishes for the start of the fall semester!

Warm regards,
Tammy



Tammy J. Stephenson, PhD

Faculty & Director of Undergraduate Studies

Department of Dietetics and Human Nutrition

University of Kentucky

203 Funkhouser Building, Lexington, KY 40506-0054

(859) 257-2353

Tammy.Stephenson@uky.edu



University of Kentucky Substantive Change Checklist¹

Substantive change, according to the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC or SACS), is “a significant modification or expansion of the nature and scope of an accredited institution.”² Substantive change is a federal concept, based in the regulations of the U.S. Department of Education,³ which regional accreditors are required to enforce.

The University is required to submit any substantive change to SACS for review, and in some cases approval, prior to implementation of such substantive change. As noted by SACS:

“if an institution fails to follow the substantive change policy and procedures of the Commission on Colleges, it may lose its Title IV funding or be required by the U.S. Department of Education to reimburse it for money received by the institution for programs related to the unreported substantive change. In addition, the institution’s case may be referred to the Commission for the imposition of a sanction or for removal from membership.”⁴

Checklist Instructions: To ensure substantive change compliance, individuals should complete the checklist on the following pages in the early stages of any proposal (e.g. new degree program, new certificate program, etc.) or curricular revision. **Upon completion, the form must be submitted to the assistant provost for Strategic Planning and Institutional Effectiveness or designee by e-mail to OSPIE@uky.edu. A determination as to whether the proposed program or changes to the existing program constitutes a substantive change will be made within seven (7) business days of receipt and next steps will be communicated accordingly.**

Questions concerning substantive change should be sent to OSPIE@uky.edu.

¹ Adapted, with appreciation, from University of Virginia’s “Substantive Change Checklist.”

² See [Substantive Change for Accredited Institutions of the Commission on Colleges: Policy Statement](#), p. 1.

³ See [34 C.F.R. § 602.22](#).

⁴ See [Substantive Change for Accredited Institutions of the Commission on Colleges: Policy Statement](#), p. 9.

University of Kentucky

Substantive Change Checklist

Instructions: Email completed form to OSPIE@uky.edu, Subject line: UK Sub Change. Questions concerning substantive change should be sent to OSPIE@uky.edu.

Please note: there is a 200 character limit for each text box.

Name of Proposed Program/Action: Undergraduate Certificate in Food Systems and Hunger Studies

Is this a New, Existing Degree, or Non-Degree Educational Program?

New Degree Educational Program **Existing Degree Educational Program**
New Non-Degree Educational Program **Existing Non-Degree Educational Program**

Program CIP Code (as applicable): _____

General Description of Proposed Action (e.g., new program/courses/delivery or changes to program (such as change in course(s)/delivery mode). Attach applicable documentation to support the program description with checklist submission): Please see attached proposal for a new Undergraduate Certificate in Food Systems and Hunger Studies.

Total number of Credit hours for:

<u>New or Proposed</u> Degree/Non-Degree/Certificate:	<u>12</u>	<u>Existing</u> Degree/Non-Degree/Certificate:	_____
<u>New or Proposed</u> Program Major:	_____	<u>Existing</u> Program Major:	_____
<u>New or Proposed</u> Program Option:	_____	<u>Existing</u> Program Option:	_____
(e.g. Concentration, Specialization, Track)		(e.g. Concentration, Specialization, Track)	

Is this an Accredited Program? No Yes , **Name of Accreditor:** _____

Sponsoring College/Home Educational Unit: College of Agriculture, Food and Environment, Department of Dietetics and Human Nutrition

College/Department/Educational Unit Contact: Tammy Stephenson, DUS, Dietetics and Human Nutrition;
Tammy.Stephenson@uky.edu; 859-257-2353

Last updated: 09/27/2017

	UK Substantive Change Items	Yes	No	Not Sure	N/A	Provide brief explanation (if necessary)
1	The proposed program or existing program requires a <u>number of new faculty</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	<u>More than 25 percent of the required courses</u> for the proposed or existing program are new.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	<u>More than 50 percent of the required courses</u> for the proposed or existing program are new.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	The proposed or existing program requires new library or other learning resources.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5	The proposed or existing program requires new equipment or facilities.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6	The proposed or existing program requires a new resource base.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
7	The proposed or existing program will initiate a <u>branch campus</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
8	The proposed or existing program will initiate a <u>dual degree program with another institution</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
9	The proposed or existing program will initiate a <u>joint degree program with another institution</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
10	The proposed or existing program will initiate a <u>certificate program</u> ? (if yes, answer the following)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11	• Will the proposed certificate program utilize existing courses?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	• Will the proposed certificate program be offered at a new off-Grounds site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	• Does the proposed certificate program represent a significant departure from previously approved programs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	The proposed or existing program will be initiated <u>at a new off-Grounds site</u> ? (if yes, answer the following)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
15	• Will a student be able to earn 50 percent or more of program credits <u>at the site</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16	• Will a student be able to earn 25 to 49 percent of program credits <u>at the site</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	UK Substantive Change Items	Yes	No	Not Sure	N/A	Provide brief explanation (if necessary)
17	<ul style="list-style-type: none"> Will a student be able to earn 24 percent or less of program credits <u>at the site</u>? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18	The proposed or existing program will be at an <u>existing off-Grounds site</u> ? (if yes, answer the following)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
19	<ul style="list-style-type: none"> Does the proposed program represent a significant departure from previously approved programs [at the existing site]? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
20	The proposed or existing program will be offered via distance education. (if yes, answer the following)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
21	<ul style="list-style-type: none"> Will more than 50 percent of the program be offered via distance education? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	<ul style="list-style-type: none"> Will 25-49 percent of the program be offered via distance education? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
23	<ul style="list-style-type: none"> Will less than 25 percent of the program be offered via distance education? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
24	<ul style="list-style-type: none"> Total number of proposed course changes (as applicable) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
25	The proposed or existing program or courses will be initiated through contractual agreement or consortium.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
26	The proposed or existing program will relocate an existing off-Grounds site.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
27	The change to the existing program will <u>significantly alter the length of the currently approved program</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
28	The proposed or existing program will initiate a degree completion program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
29	The proposed program will close an existing program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Subject: RE: New UK Undergraduate Certificate Proposal - Food Systems and Hunger Studies
Date: Tuesday, February 13, 2018 at 8:38:00 AM Eastern Standard Time
From: Mathews, Alice
To: Stephenson, Tammy
CC: OSPIE
Attachments: image001.png, image002.png

Hello Tammy,

Thank you for your emails regarding the proposed new Undergraduate Certificate in **Food Systems and Hunger (CIP code not assigned)**

My email will serve 2 purposes: 1.) Next steps for SACSCOC, and 2.) Verification and notification that you have contacted the Office of Strategic Planning and Institutional Effectiveness (OSPIE)—a Senate requirement for proposal approval.

1. **Next steps for SACSCOC:** None required
2. **Verification that OSPIE 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 University or SACSCOC, the university's regional accreditor. Therefore, no additional information is required by the Office of Strategic 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):

- Initiate new undergraduate certificate in Food Systems and Hunger

Should you have questions or concerns about UK's substantive change policy and its procedures, please do not hesitate contacting me.

Alice Mathews

From: Stephenson, Tammy
Sent: Monday, February 12, 2018 6:35 PM
To: Weber, Ann D <ann.weber@uky.edu>
Cc: OSPIE <ospie@l.uky.edu>
Subject: Re: New UK Undergraduate Certificate Proposal - Food Systems and Hunger Studies