



College of Health Sciences

College of Health Sciences
Office of the Dean
123 Wethington Building
Lexington, KY 40536-0200
859-218-0860
www.uky.edu/chs

To: Meredith Houlihan
Health Care Colleges Council

From: Carl Mattacola, Ph.D.
Associate Dean of Academic and Faculty Affairs

Date: January 22, 2019
Criteria for Admission Change Medical Laboratory Sciences

Attached is a request to change the criteria for admission into the Medical Laboratory Sciences Program. Specifically, the request is to require that students entering UK and the pre-MLS program have the supporting course work for the equivalent of CHE 105/109. Students that enter the pre-MLS program "*CHE 105/109 ready*" are set up for success (i.e., better prepared to meet the requirements of the prerequisite courses) when entering their freshman year. Students will then be able to progress through the prerequisite curriculum and be prepared for the MLS application deadline in the second semester of the sophomore year. This will also keep them on track for graduation from the Medical Laboratory Science program in December of the senior year.

The proposal was reviewed and approved by the Department of Clinical Sciences, the Academic Affairs Committee of the College of Health Sciences and is being forwarded to Office of the Senate Council for review.

MEMO

January 18, 2019

TO: Carl Mattacola, Professor and Associate Dean of Academic Affairs
FROM: Debbie Kelly – Chair of Academic Affairs
RE: Academic Affairs review of MLS proposal

Dear Dr. Mattacola,

The Academic Affairs (AA) Committee has thoroughly reviewed the proposal submitted by Kim Campbell regarding the MLS change in pre-reqs. As a result, the Academic Affairs committee recommends approval of this program change. Thanks for the opportunity to review this proposal. Please let me know if I can help clarify anything regarding this recommendation.

Sincerely,



Deborah G. Kelly PT, MSED, DPT, Chair – CHS Academic Affairs Committee (2016-19)

CHANGE UNDERGRADUATE DEGREE PROGRAM

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

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

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

SUMMARY OF CHANGES							
Check all that apply.							
<input checked="" type="checkbox"/>	Courses	<input type="checkbox"/>	Program name	<input type="checkbox"/>	Total required credit hours	<input type="checkbox"/>	Student learning outcomes
<input checked="" type="checkbox"/>	Criteria for admissions/progression/termination		<input type="checkbox"/>	Certificate assessment		<input type="checkbox"/>	Other
1. General Information							
1a	Date of contact with Institutional Effectiveness (IE) ¹ :		1/07/2019				
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.						
1b	College ² :	College of Health Sciences		Department ² :	Clinical Sciences		
1c	CIP code ³ :	51.1005		Today's Date:	1/11/2019		
1d	Current major name: (Biology, Design, etc.)	Medical Laboratory Science		Proposed major name:	Medical Laboratory Science		
1e	Current Degree (BA, BFA, etc.):	BHS		Proposed degree:	BHS		
1f	Will there be any changes regarding a track(s) for the program?					Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
1g	Accrediting agency, if applicable:	NAACLS National Accrediting Agency for Clinical Laboratory Science					
1h	Date of most recent periodic program review for this degree:	2017					
1i	Requested effective date:	<input checked="" type="checkbox"/>	Fall semester following approval.		OR	<input type="checkbox"/>	Specific Date ⁴ : Fall 20

¹ Prior to college-level review, you must fill out and submit the SACS Substantive Change Checklist to the Office of Institutional Effectiveness. You can reach Institutional Effectiveness by phone or email (257-1962 or OSPIE@uky.edu).

² It is not possible to change the home academic unit of a degree program via this form. To change the home unit, visit <https://www.uky.edu/universitysenate/forms> and look for the heading, "Forms Related to Academic Organizational Structure."

³ The CIP code is provided by Institutional Effectiveness. If a different CIP code is necessary, the program may undergo a review similar to the new program approval process.

⁴ No program change(s) will be effective until all approvals are received.

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1j	Contact person name:	Kim Campbell	Phone / Email:	218-0853 / kkcamp1@uky.edu
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2. Overview of Changes

2a	Describe the rationale for the changes, including results from the most recent program review if applicable. (450 word limit)
	The change that is requested is to require that students entering UK and the pre-MLS program, be CHE 105/109 ready. Students that enter the pre-MLS program CHE 105/109 ready are set up for success (i.e., better prepared to meet the requirements of the prerequisite courses) when entering their freshman year. Students will then be able to progress through the prerequisite curriculum and be prepared for the MLS application deadline in the second semester of the sophomore year. This will also keep them on track for graduation from the Medical Laboratory Science program in December of the senior year.

2b	Use the fields below, as applicable, to identify the areas in which changes will be made.		
		Current	<i>Proposed</i>
i.	Credit Hours of Premajor Courses:		
ii.	Credit Hours of Preprofessional Courses:		
iii.	Credit Hours of Major Core Course Requirements		
iv.	Minimum Credit Hours of Guided Electives:		
v.	Minimum Credit Hours of Free Electives:		
vi.	Credit Hours for Track 1 (name):		
vii.	Credit Hours for Track 2 (name):		
viii.	Credit Hours for Track 3 (name):		
ix.	Credit Hours for Track 4 (name):		
x.	Credit Hours for Track 5 (name):		
xi.	Credit Hours for Required Minor:		
xii.	Total Credit Hours Required by Level:	100-level:	
		200-level:	
		300-level:	
		400-level:	
		500-level:	
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:	<u>120</u>	<u>120</u>

xv.	If the total hours required for graduation have changed, explain below. (150 word limit)
	unchanged

2c	Will the requested change(s) result in the use of courses from another educational unit?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," describe generally the courses and how they will used.		
	If "Yes," two pieces of supporting documentation are required.		
	<input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the appropriate		

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chair/director⁵ of each unit from which individual courses will be used.

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

2d Will the proposed change(s) affect an associated minor? Yes No

If "Yes," the department must also submit a change form to change the minor.

3. UK Core Courses

3a Are there any proposed changes to the UK Core requirements for the program? (If "Yes," indicate and proceed to next question. If "No," indicate and proceed to 4a.) Yes No

If "Yes," note the specific changes in the grid below.

UK Core Area	Current Course	Current Credits	Proposed Course	Proposed Credits
I. Intellectual Inquiry				
Arts and Creativity				
Humanities				
Social Sciences				
Natural/Physical/Mathematical				
II. Composition and Communication				
Composition and Communication I	CIS/WRD 110	3	<i>CIS/WRD 110</i>	3
Composition and Communication II	CIS/WRD 111	3	<i>CIS/WRD 111</i>	3
III. Quantitative Reasoning				
Quantitative Foundations				
Statistical Inferential Reasoning				
IV. Citizenship (one course in each area)				
Community, Culture & Citizenship in USA				
Global Dynamics				
Total UK Core Hours		=====		=====

3b Provide the Bulletin language about UK Core.

4. Graduation Composition and Communication Requirement

4a Will the Graduation Composition and Communication requirement be changed? (If "Yes," indicate and proceed to next question. If "No," indicate and proceed to 5a.) Yes No

If "Yes," note the specific changes below, including changes to credit hours.

If the course(s) used are from outside the home unit, one piece of supporting documentation is required.

Check to confirm that appended to the end of this form is a letter of support from the other units'

⁵ A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

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chair/director ⁶ from which individual courses will be used.	
<i>Current</i>	<i>Proposed</i>
i. <input type="checkbox"/> Single course in home unit:	<input type="checkbox"/> <i>Single course in home unit:</i>
ii. <input type="checkbox"/> Multiple courses in home unit.	<input type="checkbox"/> <i>Multiple courses in home unit.</i>
iii. <input type="checkbox"/> Single course outside home unit.	<input type="checkbox"/> <i>Single course outside home unit.</i>
iv. <input type="checkbox"/> Multiple courses outside home unit.	<input type="checkbox"/> <i>Multiple courses outside home unit.</i>
v. <input type="checkbox"/> Course(s) inside & outside home unit.	<input type="checkbox"/> <i>Course(s) inside & outside home unit.</i>
4b Provide the Bulletin language about GCCR below.	

5. Other Course Changes

5a	Will the college-level requirements change? (If "Yes," indicate and note the specific changes in the grid below. If "No," indicate and proceed to question 5c.)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>Current</i>		<i>Proposed</i>	
<input type="checkbox"/> Standard college requirement		<input type="checkbox"/> <i>Standard college requirement</i>	
<input type="checkbox"/> Specific course		<input type="checkbox"/> <i>Specific course</i>	
Prefix & Nmbr	Credit Hrs	Title	Course Status ⁷
			Select one....
			Select one....
			Select one....

5b	Will the existing language in the Bulletin about college-level requirements change? [Yes] No <input checked="" type="checkbox"/> If "Yes," provide the new language below.

5c	Will the pre-major or pre-professional course requirements change? (If "Yes," indicate and note the specific changes in the grid below. If "No," indicate and proceed to question 5e.)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>Current</i>		<i>Proposed</i>	
Prefix & Nmbr	Credit Hrs	Title	Course Status ⁸
			Select one....
			Select one....
			Select one....
			Select one....
			Select one....

⁶ A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.
⁷ 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").
⁸ Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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5h	Provide the Bulletin language for guided electives.						
5i	Will the free electives change? (If "Yes," indicate and note the specific changes in the space below. If "No," indicate and proceed to question 5j.)					Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5j	Does the proposed change affect any track(s)? (If "Yes," note the specific changes using the grid below. If "No," proceed to question 6.)					Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If more than one track is affected, click HERE for a template. Append a PDF for each affected track to the end of this form.							
Track Name:		<input type="checkbox"/> New Track		<input type="checkbox"/> Changed Track		<input type="checkbox"/> Deleted Track	
Current			Proposed				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ¹¹	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
5k	Provide the Bulletin language for the track.						

6. Semester by Semester Program

List below the typical semester-by-semester program for the major. If multiple tracks are available, click [HERE](#) for a template for additional tracks and append a PDF of each track's courses to the end of this form.

YEAR 1 – FALL: (e.g. "BIO 103; 3 credits")	Comp. and Comm. I; 3 cr. Che 105/111; 5 cr. Gen Ed.; 3 cr. Bio 148/155; 4 cr. MLS 120; 1 cr.	YEAR 1 – SPRING:	<i>Comp. and Comm. II; 3 cr. MA 123; 3 cr. CHE 107/113; 5 cr. Gen. Ed.; 3 cr.</i>
YEAR 2 - FALL :	PSY 100; 4 cr. CHE 230/231; 5 cr. BIO 208/201; 5 cr. Elective; 3 cr.	YEAR 2 – SPRING:	<i>Elective; 3 cr. PGY 206; 3 cr. STA 296; 3 cr. Gen. Ed. 3 cr. Gen. Ed. 3 cr.</i>
YEAR 3 - FALL:	MLS 400; 2 cr. MLS 410; 3 cr. MLS 420; 3 cr. MLS 460; 3 cr. MLS 465; 2 cr. MLS 461; 3 cr. MLS 466; 2 cr.	YEAR 3 - SPRING:	<i>MLS 430; 2 cr. MLS 462; 3 cr. MLS 467; 2 cr. MLS 463; 3 cr. MLS 468; 2 cr. MLS 464; 2 cr. MLS 469; 2 cr.</i>

¹¹ Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.





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			<i>MS 471; 1 cr.</i>
YEAR 4 - FALL:	Summer: MLS 440; 3 cr. MLS 450; 3 cr. MLS 480; 4 cr. Fall: MLS 470; 3 cr. MLS 481; 4 cr. MLS 482; 4 cr. MLS 483; 4 cr.	YEAR 4 - SPRING:	<i>Graduate in December - no spring courses</i>

7. Approvals/Reviews

Information below does not supersede the requirement for individual letters of support from educational unit administrators and verification of faculty support (typically takes the form of meeting minutes).

In addition to the information below, attach documentation of department and college approval. This typically takes the form of meeting minutes but may also be an email from the unit head reporting department- and college-level votes.

	Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email
7a	(Within College)		
	Medical Laboratory Sciences	1/12/2019	 Kim Campbell / 80853 / kkcamp1@uky.edu
	Chair Department of Clinical Sciences	1/14/2019	 Karen Badger / 77279 / karen.badger@uky.edu
	Academic Affairs Committee	1/18/2019	 Debbie Kelly / 80599 / dgkell1@uky.edu
	Office of Academic Affairs	1/22/2019	Carl Mattacola / 80860 / carlmat@uky.edu 

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

7c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)		
	Undergraduate Council	4/30/19	Joanie Ett-Mims



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 associate provost for institutional effectiveness or designee by e-mail to InstitutionalEffectiveness@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 are to be directed to Dr. GT Lineberry, associate provost for faculty advancement and institutional effectiveness (gt.lineberry@uky.edu) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness (mia.alexander-snow@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: InstitutionalEffectiveness@uky.edu, Subject line: SACSCOC Sub Change
 Questions concerning substantive change are to be directed to Dr. GT Lineberry, associate provost for faculty advancement and institutional effectiveness (gt.lineberry@uky.edu) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness (mia.alexander-snow@uky.edu).

Name of Proposed Program/Action: Medical Laboratory Science/Pre-MLS students are Chem 105/109 ready in fall of freshman year

Total number of Credit hours for Degree Completion (if applicable):120

Total number of Credit Hours for Program Major (if applicable): 60

Sponsoring College: College of Health Sciences

College/Department Contact: Kim Campbell, Interim Program Director Medical Laboratory Science

Date: January 3, 2019

SACSCOC Substantive Change Items	Yes	No	Don't Know	Provide brief explanation (if necessary)
The proposed program or existing program requires a <u>number of new faculty.</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<u>More than 25 percent of the required courses</u> for the proposed or existing program <u>are new.</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<u>More than 50 percent of the required courses</u> for the proposed or existing program <u>are new.</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The proposed or existing program requires new library or other learning resources.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

SACSCOC Substantive Change Items	Yes	No	Don't Know	Provide brief explanation (if necessary)
The proposed or existing program requires new equipment or facilities.		X		
The proposed or existing program requires a new resource base.		X		
The proposed or existing program will initiate a <u>branch campus</u> .		X		
The proposed or existing program will initiate a <u>dual degree program with another institution</u> .		X		
The proposed or existing program will initiate a <u>joint degree program with another institution</u> .		X		
The proposed or existing program will initiate a <u>certificate program</u> ? (if yes, answer the following)		X		
<ul style="list-style-type: none"> Will the proposed certificate program utilize existing courses? 				
<ul style="list-style-type: none"> Will the proposed certificate program be offered at a new off-Grounds site? 				
<ul style="list-style-type: none"> Does the proposed certificate program represent a significant departure from previously approved programs? 				
The proposed or existing program will be initiated <u>at a new off-Grounds site</u> ? (if yes, answer the following)		X		
<ul style="list-style-type: none"> Will a student be able to earn 50 percent or more of program credits <u>at the site</u>? 				
<ul style="list-style-type: none"> Will a student be able to earn 25 to 49 percent of program credits <u>at the site</u>? 				

SACSCOC Substantive Change Items	Yes	No	Don't Know	Provide brief explanation (if necessary)
<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>? 				
The proposed or existing program will be at an <u>existing off-Grounds site</u> ? (if yes, answer the following)		x		
<ul style="list-style-type: none"> Does the proposed program represent a significant departure from previously approved programs [at the existing site]? 				
The proposed or existing program will be offered via distance education. (if yes, answer the following)		x		
<ul style="list-style-type: none"> Will more than 50 percent of the program be offered via distance education? 				
<ul style="list-style-type: none"> Will 25-49 percent of the program be offered via distance education? 				
<ul style="list-style-type: none"> Will less than 25 percent of the program be offered via distance education? 				
The proposed or existing program or courses will be initiated through contractual agreement or consortium.		x		
The proposed or existing program will relocate an existing off-Grounds site.		x		
The change to the existing program will <u>significantly alter the length of the currently approved program</u> .		x		
The proposed or existing program will initiate a degree completion program.		x		
The proposed program will close an existing program.		x		

From: noreply@qualtrics-survey.com
To: [Campbell, Kim](#)
Subject: Substantive Change Decision
Date: Monday, January 07, 2019 3:49:02 PM

Dear Kim Campbell,

Thank you for your email regarding the proposed program change(s) to **Medical Laboratory Science, Bachelor's (51.1005)**.

My email will serve 2 purposes: 1.) Next steps for SACSCOC, and 2.) Verification and notification that you have contacted 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 the 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.

Description of Proposed Change(s):

· The change to the Medical Laboratory Science program would be that the Pre-Medical Laboratory Science (MLS) students enter in the fall of their freshman year Chem 105/109 ready. This would set students up for success in the MLS program and keep them aligned with their graduation date.

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

Office of Strategic Planning & Institutional Effectiveness
University of Kentucky

Visit the Institutional Effectiveness Website: <https://proxy.qualtrics.com/proxy/>

[url=http%3A%2F%2Fwww.uky.edu%2Fie&token=w%2BXHkAS0tASxS4xDceQ8e0MxnHdJ2Eu4smnkDcYodCE%3D](http://3A%2F%2Fwww.uky.edu%2Fie&token=w%2BXHkAS0tASxS4xDceQ8e0MxnHdJ2Eu4smnkDcYodCE%3D)