

## CHANGE MASTERS DEGREE PROGRAM FORM

### 1. GENERAL INFORMATION

College:	Social Work	Department:	Social Work
Current Major Name:	Master of Social Work	Proposed Major Name:	Master of Social Work
Current Degree Title:	Master of Social Work	Proposed Degree Title:	Master of Social Work
Formal Option(s):	Community and Social Development or Clinical Social Work	Proposed Formal Option(s):	same
Specialty Fields w/in Formal Option:	n/a	Proposed Specialty Fields w/in Formal Options:	Army/UK MSW program
Date of Contact with Associate Provost for Academic Administration:	n/a		
Bulletin (yr & pgs):	2017/social work pp 1-4	CIP Code <sup>1</sup> :	44.0701
Today's Date:	August 29, 2017		
Accrediting Agency (if applicable):	Council on Social Work Education		
Requested Effective Date:	<input checked="" type="checkbox"/> Semester following approval.	OR	<input checked="" type="checkbox"/> Specific Date <sup>2</sup> : Spring 2018
Dept. Contact Person:	Chris Flaherty	Phone:	257-3254
Email:	chris.flaherty@uky.edu		

### 2. CHANGE(S) IN PROGRAM REQUIREMENTS

		<u>Current</u>	<u>Proposed</u>
1.	Number of transfer credits allowed (Maximum is Graduate School limit of 9 hours or 25% of course work)	15	15
2.	Residence requirement (if applicable)	n/a	n/a
3.	Language(s) and/or skill(s) required	English	English
4.	Termination criteria	n/a	n/a
5.	Plan A Degree Plan requirements <sup>3</sup> (thesis)	n/a	n/a
6.	Plan B Degree Plan requirements <sup>3</sup> (non-thesis)	exam	exam
7.	Distribution of course levels required (At least one-half must be at 600+ level & two-thirds must be in organized courses.)	n/a	n/a
8.	Required courses (if applicable)	see attachment 1- required courses for clinical concentration	see attachment 2- required courses and schedule for Army/UK MSW program
9.	Required distribution of courses within program (if applicable)	60 hour	60 hour (63 for Army/UK MSW program)

<sup>1</sup> Prior to filling out this form, you MUST contact the Associate Provost for Academic Administration (APAA). If you do not know the CIP code, the APAA can provide you with that during the contact.

<sup>2</sup> Program changes are typically made effective for the semester following approval. No changes will be made effective until all approvals are received.

<sup>3</sup> If there is only one plan for the degree, plans involving a thesis (or the equivalent in studio work, etc.) should be discussed under Plan A and those not involving a thesis should be discussed under Plan B.

### CHANGE MASTERS DEGREE PROGRAM FORM

10.	Final examination requirements	(comprehensive exam	<i>comprehensive exam</i>
11.	<p>Explain whether the proposed changes to the program (as described in sections 1 to 10) involve courses offered by another department/program. <u>Routing Signature Log must include approval by faculty of additional department(s).</u></p> <p>no courses required from other departments</p>		
12.	List any other requirements not covered above?		
	n/a		
13.	Please explain the rationale for changes. If the rationale involves accreditation requirements, please include specific references to those requirements.		
	<p>On October 27, 2016, the UKCoSW successfully bid on a contract to establish a partnership with the US Army to deliver a clinically focused master of social program at Ft. Sam Houston, TX. In effect, this partnership establishes an additional satellite site for the UKCoSW's MSW program, Clinical Social Work Concentration. The new satellite will enroll its first student cohort February 2018.</p> <p>The new satellite is located at the Army Medical Department Center and School (AMEDD C&amp;S), Ft. Sam Houston, San Antonio, TX. AMEDD C&amp;S is where the Army Medical Department formulates its medical organization, tactics, doctrine, and equipment. The School is where the Army educates and trains all its medical personnel. Educational programming ranges from basic field medic training to doctoral education across a range of biomedical disciplines.</p> <p>The Educational Program</p> <p>The curriculum content consist of the Foundation and Clinical Social Work Concentration courses. However, the program will be delivered in a condensed format. The satellite will employ a "mini-mester" model, in which courses are delivered over a 7-week period, instead of the 16-week semesters used on the main campus. All classes will be delivered in a face-to-face format on the Ft. Sam Houston site. Students maintain full-time study during the summer term. The total duration of study is 14 months. No advanced-standing option will be offered.</p> <p>Due to the mini-mester format, field practicum hours will be distributed over 4 mini-mesters vs 3 semesters, resulting in additiona field practicum hours. Since students will complete additional field hours, they will be allowed to repeat SW 640, Field Practicum Seminar, resulting in a total program of 63 hours vs the 60-hour program on the main campus. This distribution of required field hours has been approved by the Council on Social Work Education.</p> <p>The site will use a "block field education" model, in which two field practicum components will be delivered in 15-week blocks, which are completed independent from coursework, other than for a concurrent field practicum seminar. The first block field practicum will occur after completion of the Foundation Curriculum, and the second practicum, after completion of the Clinical Concentration Curriculum. This differs from main campus, where field placements are completed concurrent with classroom coursework.</p> <p>Applicants must meet or exceed all rquirements of the UK Graduate School and the College of Social Work for admission and graduation.</p>		

#### Addendum 1- Q13

All students matriculating at the Fort Sam Houston satellite will enroll in the 60-hour Master of Social Work Program. No advanced standing option will be offered at the new site.

#### Addendum 2- Q13

Students enrolled at the Fort Sam Houston satellite will receive the same curriculum offered on main campus. For the first cohort, beginning February 2018, the Ft. Sam students will receive the MSW, Clinical Concentration, as currently offered on main campus. Students who are enrolled under the current curriculum will complete the program under this curriculum. The College will be revising the MSW curriculum for students on main campus Fall 2018. The revised curriculum will be implemented on the Ft. Sam site beginning with the February 2019 cohort.

#### Addendum 3 – Q 13

MSW students matriculating on the Ft. Sam site will be enrolled in special course sections, available only to students on that site.

#### Addendum 4 – Q 13

The College seeks approval for a non-standard delivery calendar. The Ft. Sam site will deliver the 60-hour MSW curriculum in a condensed format, using seven-week “mini-mesters”. Ft. Sam students will take 12-15 credit hours per, mini-mester. Total contact and credit hours are identical to those for students on main campus, with the exception that Ft. Sam students will complete three additional hours of foundation field education. This modification meets Council on Social Work Education guidelines on field education requirements. A separate Masters Change Request, explicating this change has been submitted to the Senate Council.

#### Addendum 1- Q13

All students matriculating at the Fort Sam Houston satellite will enroll in the 63-hour Master of Social Work Program. No advanced standing option will be offered at the new site.

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#### Addendum 3 – Q 13

MSW students matriculating on the Ft. Sam site will be enrolled in special course sections, available only to students on that site.

#### Addendum 4 – Q 13

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#### Addendum 5 - Q1

The Department of Defense provides all pay and benefits for faculty members at the new location. However, UK retains control over all decisions regarding appointment, promotion, and termination.

Faculty candidates for the new satellite are vetted through the College’s and University’s standard appointment process. The College’s Appointment, Promotion and Tenure Committee has vetted six faculty applications and has forwarded recommendations regarding appointment to positions within the Clinical Title Series to the Associate Provost for Faculty Advancement for review. There are eight faculty positions at the satellite site. Two are currently vacant. Six of these positions require the PhD degree, whereas the other two may be filled by qualified candidates who hold the Master of Social Work degree, along with the advanced clinical practice license.

**CHANGE MASTERS DEGREE PROGRAM FORM**

Signature Routing Log

**General Information:**

Proposal Name: Army site MSW Program

Proposal Contact Person Name: Chris Flaherty Phone: 257-3254 Email: chris.flaherty@uky.edu

**INSTRUCTIONS:**

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

**Internal College Approvals and Course Cross-listing Approvals:**

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Curriculum Committee	August 21, 2017	Melissa Slone, Chair, / 606-439-3557 x83575 / melissa.slone@uky.edu	<i>Melissa Slone</i>
College Faculty	August 21, 2017	Ann Vail, Interim Dean / 7-3887 / ann.vail@uky.edu	<i>Ann Vail</i>
		/ /	
		/ /	
		/ /	

**External-to-College Approvals:**

Council	Date Approved	Signature	Approval of Revision <sup>4</sup>
Undergraduate Council	N/A		
Graduate Council	9/21/17	Roshan Nikou	
Health Care Colleges Council	N/A		
Senate Council Approval		University Senate Approval	

Comments:

<sup>4</sup> Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

## FW: Documentation for university senate - Army/UK MSW

Flaherty, Christopher

Thu 12/7/2017 1:56 PM

To: Farrell, Herman <herman.farrell3@uky.edu>;

Cc: Ford, Janet <janet.ford@uky.edu>; Brothers, Sheila <sbrothers@uky.edu>; McCormick, Katherine <kmcco2@uky.edu>;

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**From:** Dana K. Harmon [mailto:DHarmon@cswe.org]  
**Sent:** Thursday, December 07, 2017 1:36 PM  
**To:** Flaherty, Christopher <chris.flaherty@uky.edu>  
**Cc:** Ford, Janet <janet.ford@uky.edu>  
**Subject:** Re: Documentation for university senate - Army/UK MSW

Hello Chris,

Thank you for the email. This is to inform you that the Office of Social Work Accreditation at CSWE has approved the block field education model at the new satellite program at Fort Sam Houston.

If you need anything else, please reach out and I will respond as soon as possible.

Happy Holidays,  
Dana

**Dana K. Harmon, Ph.D., MSW, LICSW**  
Accreditation Specialist  
Office of Social Work Accreditation (OSWA)  
Council on Social Work Education  
1701 Duke Street, Suite 200  
Alexandria, VA 22314  
Phone: +703.519.2046  
Fax: +1.703.739.9242  
E-mail: [dharm@cswe.org](mailto:dharm@cswe.org)



**Master of Social Work Program  
Clinical Social Work Concentration (CSW)  
60 Credit Hours Curriculum Model**

**Full-time Model**

*Starting Fall (first year) and Graduating Spring (second year)*

<b>Fall I</b>		<b>(15 Hours)</b>
SW 600	Practice I: Individuals	3
SW 601	Practice II: Families	3
SW 630	SW Policy	3
SW 635	SW Ethics	3
SW 650	Research Methods in SW	3

<b>Spring I</b>		<b>(15 Hours)</b>
SW 602	Practice III: Groups	3
SW 640	Foundation practicum	3
SW 702	Substance Misuse	3
SW 722	Psychopathology I	3
Elective	(Any 500 Level course & above)	3

<b>Fall II</b>		<b>(15 Hours)</b>
SW 718	Clinical Decision-Making	3
SW 724	SW Assessment/Treatment	3
SW 726	Psychopathology II	3
SW 750	CSW Advanced Research	3
SW 740	CSW Practicum I	3

<b>Spring II</b>		<b>(15 Hours)</b>
SW 728	Treatment Modalities	3
SW 730	Evidence-Based Practice	3
SW 734	CSW Integrative Seminar	3
SW 742	CSW Practicum II	3
Elective	(Any 500 level & above course)	3

**Part-time Model**

*Starting Fall (first year) and Graduating Spring (third year)*

<b>Fall I</b>		<b>(9 Hours)</b>
SW 600	Practice I: Individuals	3
SW 601	Practice II: Families	3
SW 635	SW Ethics	3

<b>Spring I</b>		<b>(9 Hours)</b>
SW 602	Practice III: Groups	3
SW 630	SW Policy	3
SW 650	Research Methods in SW	3

<b>Summer I</b>		<b>(6 Hours)</b>
*Elective	(Any 500 Level course & above)	3
*Elective	(Any 500 Level course & above)	3

<b>Fall II</b>		<b>(9 Hours)</b>
SW 640	Foundation Practicum	3
SW 702	Substance Misuse	3
SW 722	Psychopathology I	3

<b>Spring II</b>		<b>(9 Hours)</b>
SW 718	Clinical Decision-Making	3
SW 724	SW Assessment/Treatment	3
SW 726	Psychopathology II	3

**Summer II**

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<b>Fall III</b>		<b>(9 Hours)</b>
SW 728	Treatment Modalities	3
SW 750	CSW Advanced Research	3
SW 740	CSW Practicum I	3

<b>Spring III</b>		<b>(9 Hours)</b>
SW 730	Evidence-Based Practice	3
SW 734	CSW Integrative Seminar	3
SW 742	CSW Practicum II	3

\*Taking both electives in the Summer is one option; contact your MSW advisor if you have questions about scheduling your electives.

# UK-ARMY MSW Program

## Mini-Mesters 1-4

Mini-Mester One	
Class	Credits

SW 630 Policy	3
SW 635 SW Ethics	3
SW 601 Practice II Families	3
SW 650 Research Methods	3

Mini-Mester Two	
Class	Credits

SW 600 Practice I Individ.	3
SW 750 Advanced Research	3
SW 702 Substance misuse	3
Elective (Macro Practice)	3

Mini-Mester Three	
Class	Credits

SW 640 Foundation Practicum Seminar/Field	3
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Mini-Mester Four	
Class	Credits

SW 640 Foundation Practicum Seminar/Field	3
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# UK-ARMY MSW Program

## Mini-Mesters 5-8

Mini-Mester Five	
Class	Credits
SW 602 Practice III Groups	3
SW 724 Assessment/Treatment (Mental Health/Bio psychosocial)	3
SW 722 Psychopathology I	3
SW 718 Clinical Decision Making	3
SW 734 Integrative Seminar (Comps)	3

Mini-Mester Seven	
Class	Credits
SW 740 Practicum I Seminar/Field	3

Mini-Mester Six	
Class	Credits
SW 728 Treatment Modalities	3
SW 730 Evidence-Based Practice (PTSD, Trauma)	3
SW 726 Psychopathology II	3
Elective (Military Families)	3
SW 734 Integrative Seminar (Comps)	3

Mini-Mester Eight	
Class	Credits
SW 742 Practicum II Seminar/Field	3



## University of Kentucky Substantive Change Checklist<sup>1</sup>

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.”<sup>2</sup> Substantive change is a federal concept, based in the regulations of the U.S. Department of Education,<sup>3</sup> 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.”<sup>4</sup>

**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](mailto: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](mailto:gt.lineberry@uky.edu)) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness ([mia.alexander-snow@uky.edu](mailto:mia.alexander-snow@uky.edu)).

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

<sup>2</sup> See *Substantive Change for Accredited Institutions of the Commission on Colleges: Policy Statement*, p. 1.

<sup>3</sup> See 34 C.F.R. § 602.22.

<sup>4</sup> 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](mailto:InstitutionalEffectiveness@uky.edu), Subject line: UK 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](mailto:gt.lineberry@uky.edu)) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness ([mia.alexander-snow@uky.edu](mailto:mia.alexander-snow@uky.edu)).

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

Name of Proposed Program/Action: Establish MSW satellite Ft. Sam Houston, TX

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): 44.0701

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): Establishment of new satellite

location

Total number of Credit hours for:

<u>New or Proposed Degree/Non-Degree/Certificate:</u>	_____	<u>Existing Degree/Non-Degree/Certificate:</u>	<u>60</u>
<u>New or Proposed Program Major:</u>	_____	<u>Existing Program Major:</u>	_____
<u>New or Proposed Program Option:</u>	_____	<u>Existing Program Option:</u>	_____

(e.g. Concentration, Specialization, Track)

Is this an Accredited Program? No  Yes , Name of Accreditor: Council on Social Work Education

Sponsoring College/Home Educational Unit: Social Work

College/Department/Educational Unit Contact: Chris Flaherty, [chris.flaherty@uky.edu](mailto:chris.flaherty@uky.edu)

Date Form Completed: 8/28/2017

	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		The Department of Defense provides faculty for the site. All faculty will be vetted for appointment to UK in the Clinical Series
2	<u>More than 25 percent of the required courses for the proposed or existing program are new.</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	<u>More than 50 percent of the required courses for the proposed or existing program are new.</u>	<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? (if yes, answer the following)</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
11	• Will the proposed certificate program utilize existing courses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12	• Will the proposed certificate program be offered at a new off-Grounds site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13	• Does the proposed certificate program represent a significant departure from previously approved programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
14	The proposed or existing program will be initiated at a <u>new off-Grounds site? (if yes, answer the following)</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15	• Will a student be able to earn 50 percent or more of program credits at the site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will complete the entire MSW, Clinical Concentration, at the new site.

	UK Substantive Change Items	Yes	No	Not Sure	N/A	Provide brief explanation (if necessary)
16	• Will a student be able to earn 25 to 49 percent of program credits at the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17	• Will a student be able to earn 24 percent or less of program credits at the site?	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
19	• Does the proposed program represent a significant departure from previously approved programs [at the existing site]?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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	• 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	• 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	• 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	• Total number of proposed course changes (as applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One course change. SW 640 Foundatin Field Practicum Seminar will be repeatable at the new site. Course Change Proposal has been submitted through Curriculum
25	The proposed or existing program or courses will be initiated through contractual agreement or consortium.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Establishment of the new site is the result of a competitive bid contract that UK was awarded. The contract period is October 2016-April 2022, with a four-year renewal option.
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"/>		

	UK Substantive Change Items	Yes	No	Not Sure	N/A	Provide brief explanation (if necessary)
29	The proposed program will close an existing program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		