

## **Brothers, Sheila**

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**From:** Farrell, Herman  
**Sent:** Tuesday, February 20, 2018 12:59 PM  
**To:** Brothers, Sheila; McCormick, Katherine  
**Cc:** Hubbard, Brad; Anderson, Kimberly  
**Subject:** Mechanical Engineering

The SAASC convened on Friday, February 16, 2018 to consider a proposal from the College of Engineering involving a change in the BSMEE – Mechanical Engineering program. The change involves a decrease in the total number of credit hours (from 130 to 127).

Attendance: Dan Morey, David Hulse, Dan Howe, Fred Danner, Kevin Donohue, Brad Hubbard, Brad Kerns, Rebecca Kellum, Herman Farrell (Chair).

### Procedure:

Brad Hubbard served as the facilitator of the proposal. He corresponded with Dr. Kim Anderson, the contact person for the proposal.

### Discussion:

At the meeting, Brad Hubbard provided a brief synopsis of the proposal and the rationale for the reduction in credit hours, notably, to align the mechanical engineering program with the CPE mandate, that limits credit hours to 120 but allows for exceptions up to 128 for STEM programs. The change involves the elimination of 3 credit hours for “supportive electives.” The chair noted that this proposal was similar to the proposal re Civil Engineering that the SAASC and SC had already reviewed and approved.

### Vote:

A motion was made and seconded that the SAASC approve the proposal from the College of Engineering involving a change in the BSMEE – Mechanical Engineering program.

The committee voted 9 in favor, 0 opposed.

Herman Farrell,  
Chair, SAASC

***Herman Daniel Farrell III***  
*Chellgren Endowed Professor*  
*Associate Professor - Playwriting*  
*University of Kentucky*  
*Department of Theatre*



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 ([institutionaleffectiveness@uky.edu](mailto:institutionaleffectiveness@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.

<b>SUMMARY OF CHANGES</b>			
<b>Check all that apply.</b>			
<input type="checkbox"/>	Courses	<input type="checkbox"/>	Program name
<input checked="" type="checkbox"/>	Total required credit hours	<input type="checkbox"/>	Student learning outcomes
<input type="checkbox"/>	Criteria for admissions/progression/termination	<input type="checkbox"/>	Certificate assessment
		<input type="checkbox"/>	Other
<b>1. General Information</b>			
1a	Date of contact with Institutional Effectiveness (IE) <sup>1</sup> :	11/1/17	
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.		
1b	College <sup>2</sup> :	Engineering	Department <sup>2</sup> : Mechanical Engineering
1c	CIP code <sup>3</sup> :	14.1901	Today's Date: 09-12-2017
1d	Current major name: (Biology, Design, etc.)	Mechanical Engineering	Proposed major name:
1e	Current Degree (BA, BFA, etc.):	<del>BS</del> BSMEE	Proposed degree:
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:	ABET	
1h	Date of most recent periodic program review for this degree:	Fall 2016	
1i	Requested effective date:	<input checked="" type="checkbox"/> Fall semester following approval. .	OR <input type="checkbox"/> Specific Date <sup>4</sup> : Fall 20

<sup>1</sup> 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 (257-2873 or [institutionaleffectiveness@uky.edu](mailto:institutionaleffectiveness@uky.edu)).

<sup>2</sup> It is not possible to change the home academic unit of a degree program via this form. To change the home unit, visit <http://www.uky.edu/faculty/senate> and search for forms related to academic organizational structure.

<sup>3</sup> 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.

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

CHANGE UNDERGRADUATE DEGREE PROGRAM

1j	Contact person name:	Dr. Michael Renfro	Phone / Email:	218-0643 / Michael.Renfro@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 department is reducing the total number of earned hours required to complete the BS degree in Mechanical Engineering to comply with the directive from the Commonwealth's Council on Post-Secondary Education that undergraduate education programs not exceed 128 hours. To accomplish this, the department is removing the Supportive Elective from our curriculum, bringing the total program earned hours from 130 to 127.

2b	Use the fields below, as applicable, to identify the areas in which changes will be made.		
		<b>Current</b>	<b>Proposed</b>
i.	Credit Hours of Premajor Courses:	40	
ii.	Credit Hours of Preprofessional Courses:	0	
iii.	Credit Hours of Major Core Course Requirements	57	
iv.	Minimum Credit Hours of Guided Electives:	9	
v.	Minimum Credit Hours of Free Electives:	3	0
vi.	Credit Hours for Track 1 (name):	N/A	
vii.	Credit Hours for Track 2 (name):	N/A	
viii.	Credit Hours for Track 3 (name):	N/A	
ix.	Credit Hours for Track 4 (name):	N/A	
x.	Credit Hours for Track 5 (name):	N/A	
xi.	Credit Hours for Required Minor:	N/a	
xii.	Total Credit Hours Required by Level:		
	100-level:	26	
	200-level:	29	
	300-level:	30	
	400-level:	0	
	500-level:	12	

	<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:</b>	<u>130</u>	<u>127</u>
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xv.	If the total hours required for graduation have changed, explain below. (150 word limit)
	The department is reducing the total number of earned hours required to complete the BS degree in Mechanical Engineering to comply with the directive from the Commonwealth's Council on Post-Secondary Education that undergraduate education programs not exceed 128 hours. To accomplish this, the department is removing the Supportive Elective from our curriculum, bringing the total program earned hours from 130 to 127.

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.		

CHANGE UNDERGRADUATE DEGREE PROGRAM

Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director<sup>5</sup> 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. Course Sharing**

3a. Will the requested changes result in the use of courses from another unit? Yes  No

If "Yes," describe generally the courses and how they will used.

If "Yes," two pieces of supporting documentation are required.

Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director<sup>6</sup> 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 the other unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.

**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
<b>I. Intellectual Inquiry</b>				
Arts and Creativity				
Humanities				
Social Sciences				
Natural/Physical/Mathematical				
<b>II. Composition and Communication</b>				
Composition and Communication I	CIS/WRD 110	3	CIS/WRD 110	3
Composition and Communication II	CIS/WRD 111	3	CIS/WRD 111	3
<b>III. Quantitative Reasoning</b>				
Quantitative Foundations				
Statistical Inferential Reasoning				
<b>IV. Citizenship (one course in each area)</b>				
Community, Culture & Citizenship in USA				
Global Dynamics				

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

<sup>6</sup> A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

<b>Total UK Core Hours</b>			
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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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.				
<input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director <sup>7</sup> 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 &amp; 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	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>8</sup>
						Select one....
						Select one....
						Select one....
5b	Will the existing language in the Bulletin about college-level requirements change?		Yes <input type="checkbox"/>	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,"		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		

<sup>7</sup> A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.

<sup>8</sup> 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").





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5g	Will the guided electives change? (If "Yes," indicate and note the specific changes in the grid below. If "No," indicate and proceed to question 5i.)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>11</sup>
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

5h	Provide the Bulletin language for guided electives.
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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 checked="" type="checkbox"/>	No <input type="checkbox"/>
The department is eliminating the sole free elective (known as the "supportive elective"). Reference to the supportive elective will be removed from the department's Bulletin entry beginning the Fall 2018 Bulletin.			

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 <a href="#">HERE</a> 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 <sup>12</sup>
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

5k	Provide the Bulletin language for the track.
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<b>6. Semester by Semester Program</b>			
List below the typical semester-by-semester program for the major. If multiple tracks are available, click <a href="#">HERE</a> for a template for additional tracks and append a PDF of each track's courses to the end of this form.			
YEAR 1 – FALL:	EGR 101/112	YEAR 1 – SPRING:	EGR 103

<sup>11</sup> Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.  
<sup>12</sup> 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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(e.g. "BIO 103; 3 credits")	EGR 102 CIS/WRD 110 MA 113 PHY 231 PHY 241		MA 114 CIS/WRD 111 CHE 105 UK Core
<b>YEAR 2 - FALL :</b>	MA 213 PHY 232 PHY 242 EM 221 ME 205 CHE 107 or UK Core	<b>YEAR 2 – SPRING:</b>	ME 220 ME 251 MA 214 EM 313 UK Core or CHE 107 UK Core
<b>YEAR 3 - FALL:</b>	EM 302 EE 305 ME 330 ME 340 WRD 204	<b>YEAR 3 - SPRING:</b>	ME 310 ME 321 ME 325 ME 344 MA Elective
<b>YEAR 4 - FALL:</b>	ME 411 ME 311 ME 440 ME 501 Technical Elective #1	<b>YEAR 4 - SPRING:</b>	ME 412 Technical Elective #2 Technical Elective #3 UK Core UK Core

**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
<b>7a</b>	<b>(Within College)</b>		
	ME Faculty	9/6/17	Michael Renfro / 80643 / michael.renfro@uky.edu
	College of Engineering	11/02/17	Kimberly Anderson / 7-1864 / kimberly.anderson@uky.edu
			/ /
			/ /
<b>7b</b>	<b>(Collaborating and/or Affected Units)</b>		
			/ /
			/ /
			/ /
			/ /
			/ /
<b>7c</b>	<b>(Senate Academic Council)</b>		<b>Date Approved</b>
	Health Care Colleges Council (if applicable)		
	Undergraduate Council		12/4/17
			Joanie Ett-Mims

## **Brandenburg, Barbara J**

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**From:** Pearson, RaeAnne M  
**Sent:** Wednesday, November 01, 2017 1:08 PM  
**To:** Brandenburg, Barbara J  
**Subject:** Mechanical engineering, BS-Sub Change

Dear Barabara Brandenburg,

Thank you for your email regarding the proposed program change(s) **Mechanical Engineering, BSMEE (14.1901)**.

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.

List of Proposed Change(s):

- Reducing credit hours from 130 to 127 due to CPE mandate

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

**RaeAnne Pearson, PhD**

Office of Strategic Planning & Institutional Effectiveness

University of Kentucky

Phone: 859-218-4009

Fax: 859-323-8688

Visit the Institutional Effectiveness Website: <http://www.uky.edu/ie>

**see blue.**



College of Engineering

Department of  
Mechanical Engineering  
151 Ralph G. Anderson Building  
Lexington, KY 40506-0503

859 257-6336  
fax 859 257-3304

[www.engr.uky.edu/me](http://www.engr.uky.edu/me)

September 13, 2017

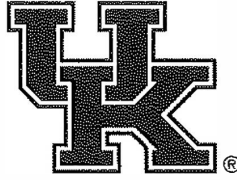
Re: Mechanical Engineering support for change to program credit hours

The Mechanical Engineering faculty discussed changes to the total credit hours for the program at our regular faculty meeting on September 6<sup>th</sup>, 2017. At the recommendation of our Undergraduate Studies Committee, the faculty voted unanimously to remove the supporting (free) elective from the program requirements, reducing the total credit hours for the program to 127.

A handwritten signature in black ink, appearing to read "Michael W. Renfro". The signature is fluid and cursive.

Michael W. Renfro  
Professor and Chair of the Mechanical Engineering Department  
University of Kentucky  
153 Ralph G. Anderson Building  
Lexington, KY 40506  
email: [michael.renfro@uky.edu](mailto:michael.renfro@uky.edu)

A large, faded, light blue logo consisting of the word "blue." in a lowercase, sans-serif font. The logo is positioned in the bottom left corner of the page.



University of Kentucky  
College of Engineering  
*Office of the Dean*

351 Ralph G. Anderson Bldg.  
Lexington, KY 40506-0503  
P: 859-257-1687  
F: 859-257-5727  
[www.engr.uky.edu](http://www.engr.uky.edu)

November 2, 2017

To Whom It May Concern:

The College of Engineering faculty reviewed the program change for Mechanical Engineering via email. There were no concerns or objections raised. The date of approval is November 2, 2017.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kim Anderson', with a long horizontal flourish extending to the right.

Kimberly Anderson, Ph.D.  
Associate Dean for Administration  
and Academic Affairs

see blue.

*An Equal Opportunity University*