

The SAASC convened on Thursday, February 7, 2019 to consider a proposal from the College of Arts & Sciences, Department of Modern and Classical Languages, Literatures and Cultures to suspend admissions and close the German Studies Graduate Certificate.

Attendance on February 7: Susan Effgen, Shawn Caudill, Azhar Swanson, Herman Farrell (Chair)

Procedure:

Brad Kerns and Herman Farrell acted as facilitator of the proposal.

Discussion:

As note in the proposal, “no student has pursued or been awarded the German Studies Graduate Certificate since at least 2002. The certificate has not appeared in the Graduate School Bulletin since 2008. At this point, we would like to formally close the German Studies Graduate Certificate.”

The Chair noted that the proposal is asking for more than just the suspension of the certificate but its closure. It was noted that there have been no students enrolled in the certificate for over two decades. In light of this fact the committee members expressed support for suspension and closure. The Chair noted that closure of an educational program requires an open hearing and disclosure requirements, according to Senate Rule 3.4.2.B.2. but that these requirement should be waived by the University Senate in light of the fact that no students have been enrolled in the Certificate in two decades.

Vote:

A motion was made and seconded that the SAASC approve the proposal for suspension and closure of the certificate program and requests that, for this proposal, the University Senate waive the open hearing and disclosure requirements that are set forth in SR 3.4.2.B.2.

There was no quorum but the members present (3 members and the chair voted 4 in favor, 0 opposed. The chair then sent an email to the absent members of the committee asking them to review the proposal and vote. 2 voted in favor, 0 opposed, 2 did not vote.

Total: 6 in favor, 0 opposed, 2 did not vote.

**SUSPEND ADMISSIONS TO AN EXISTING DEGREE PROGRAM/CERTIFICATE**

**Suspension less than one year.** The faculty of the college in which a degree program resides may opt to suspend admissions for up to one year without going through the University Senate, pursuant to the established college faculty rules document A college faculty may opt to have an issue concerning temporary suspension of admissions to an academic program forwarded to the Senate Council for Senate consideration. (see Senate Rules 3.4.2.A.6).

**Suspension greater than one year.** The decision to suspend admissions to a Senate-approved certificate or degree program for longer than a single year is a significant reduction, which must be approved by the Senate (see Senate Rules 3.4.2). If the faculty of record intend to reinstate the program or certificate within five years of Senate’s approval to suspend admissions, a representative for the program or certificate must immediately contact the Office of Strategic Planning and Institutional Effectiveness (OSPIE) to begin the process, which will include OSPIE notifying external agencies. After five years of suspension and in cases of program closure, the Council on Postsecondary Education (CPE) considers a program or certificate to be closed (no students will be admitted) and any attempt to reinstate it must go through the CPE’s process to approve a new academic program.

**Approval process.** Once approved at the college level, your college will send the proposal to suspend admissions to the appropriate Senate academic council (Health Care Colleges Council, Graduate Council, Undergraduate Council) for review and approval (see Senate Rules 3.4.3.B). 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. (The contact person listed on the form will be informed when the proposal has been sent to committee and other times as appropriate.) Once approved by the Senate, the Senate Council office will notify appropriate entities, including the Registrar’s office and the Office of Strategic Planning and Institutional Effectiveness (OSPIE). OSPIE will suspend the program in the CPE program inventory and notify SACSCOC (UK’s accrediting body) of the suspension.

<b>Please check ONE of the following options.</b>		
<input type="checkbox"/> <b>Proposal is to suspend admissions for the program/certificate.</b>		
<b>OR</b>		
<input checked="" type="checkbox"/> <b>Proposal is to close the program/certificate.</b>		
<b>SECTION A – INFORMATION REQUIRED BY UNIVERSITY SENATE</b>		
<b>1. Basic Information: Program Background and Overview</b>		
1a	Date of contact with Office of Strategic Planning and Institutional Effectiveness (OSPIE) <sup>1</sup> :	6/29/18
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from OSPIE.	
1b	Home College: <i>Arts And Sciences</i>	
1c	Home Educational Unit (school, department): <i>Modern and Classical Languages, Literatures and Cultures</i>	
1d	Degree Designation (BA, MS, PhD, etc.): <i>n/a</i>	
1e	Major Name (Interior Design, Social Work, etc.): <i>German Studies Graduate Certificate</i>	
1f	CIP Code:	
1g	Is there an accrediting agency related to this program?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

<sup>1</sup> You can reach OSPIE at [OSPIE@uky.edu](mailto:OSPIE@uky.edu).

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	If "Yes," name:		
1h	Date of closure <sup>2</sup> :	<input checked="" type="checkbox"/> Fall semester following approval.	OR <input type="checkbox"/> Specific Date <sup>3</sup> : <i>Fall 20</i>
1i	Semester in which last student is anticipated being enrolled: No students have been enrolled in the German Studies Graduate Certificate since at least 2002.		
1j	Semester in which the last student will receive a degree: No student has been awarded the German Studies Graduate Certificate since at least 2002.		
1k	Date of most recent periodic program review for the home educational unit:	n/a	
1l	Contact person name: <i>Camille Harmon</i>	Email: <i>camille.harmon@uky.edu</i>	Phone: <i>257-3966</i>

**2. Overview**

2a	What is the rationale for suspension of admissions? If an accrediting body recommended this suspension, note that and append that report to the end of this form. (450 word limit)				
	No student has pursued or been awarded the German Studies Graduate Certificate since at least 2002. The certificate has not appeared in the Graduate School Bulletin since 2008. At this point we would like to formally close the German Studies Graduate Certificate.				
2b	Is the degree for which admissions will be suspended a master's degree and is there an associated PhD program?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
	If "Yes," should the master's degree now serve as an <i>en passant</i> option <sup>4</sup> for students who are unable to complete the associated PhD? (150 word limit)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
	If "Yes," describe the associated PhD and how the <i>en passant</i> master's degree will be administered.				
	n/a				
2c	Provide an explanation for the proposed suspension of admissions. (450 word limit)				
	<i>No student has pursued the German Studies Graduate Certificate since at least 2002.</i>				
2d	Describe enrollment in the program below, for the last five years.				
	1 year ago:	2 years ago:	3 years ago:	4 years ago:	5 years ago:
	Year: 2017	Year: 2016	Year: 2015	Year: 2014	Year: 2013
	Enrollment: 0	Enrollment: 0	Enrollment: 0	Enrollment: 0	Enrollment: 0
2e	Describe graduation rates in the program below, for the last five years.				
	1 year ago:	2 years ago:	3 years ago:	4 years ago:	5 years ago:
	Year: 2017	Year: 2016	Year: 2015	Year: 2014	Year: 2013
	Grad rate: 0	Grad rate: 0	Grad rate: 0	Grad rate: 0	Grad rate: 0

<sup>2</sup> The date of closure is the first semester for which admissions will be suspended and no students will be admitted.

<sup>3</sup> Suspensions of admissions are typically made effective for the semester following approval.

<sup>4</sup> If a degree is offered *en passant*, there are no direct admissions into the program and it exists solely as an option for students who are unable to complete the associated PhD.

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2f	Will another degree replace the program being suspended (i.e. a new program or a changed program)?	Yes <sup>5</sup> <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If "Yes," explain below. (300 word limit)			
n/a			
2g	What will happen with the existing courses that comprised the program <sup>6</sup> ? (300 word limit)		
<i>The Department of Modern and Classical Languages, Literatures and Cultures will continue to offer the Master's in German, so the GER prefix graduate level courses will continue to be offered on a regular basis.</i>			
2h	Check the appropriate box below and explain. (150 word limit)		
<input type="checkbox"/> Suspension greater than one year but less than five years.		<input checked="" type="checkbox"/> Suspension in perpetuity.	

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<sup>5</sup> Mention of the replacement degree here does not create/change it. The appropriate new/change forms must also be submitted.

<sup>6</sup> If the courses are no longer needed, the home educational unit will need to officially drop the courses.

**SUSPEND ADMISSIONS TO AN EXISTING DEGREE PROGRAM/CERTIFICATE**

3. Teach Out Plan		
3a	How will affected parties (students, faculty, and staff) be informed of the impending closure?	
	The College of Arts and Sciences was under the assumption that the German Studies Graduate was closed when it no longer appeared in the Graduate School Bulletin in 2008. There are no students pursuing the German Studies Graduate Certificate. The department will continue to offer an undergraduate degree that leads to a BA/BS in Modern and Classical Languages, Literatures and Cultures with a track in German, a minor in German, and a Masters in German. There will be no implications for faculty or staff in the department.	
3b	Explain how all affected students will be helped to complete their program of study with minimal disruption.	
	There are currently no students pursuing the German Studies Graduate Certificate.	
3c	Will students incur additional charges/expenses as a result of the teach-out plan?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If "Yes," how will students be notified?	
3d	Does suspension of admissions involve teach-out agreements with other institutions?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If "Yes," append to the end of this form the copies of signed agreements with other institutions.	
3e	How will faculty be redeployed or helped to find new employment?	
	This does not apply.	

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**4. Approvals/Reviews**

	<b>Reviewing Group Name</b>	<b>Date Approved</b>	<b>Contact Person Name/Phone/Email</b>
4a	(Within College)		
	MCLLC	8/21/2018	Jeanmarie Rouhier-Willoughby / /
	A&S EPC	9/11/18	Judy Prats / / judithgprats@uky.edu <i>Judith G. Prats</i>
	A&S Associate Dean	9/13/18	Anna Bosch / / bosch@uky.edu <i>Anna Bosch</i>
			/ /

3b	(Collaborating and/or Affected Units)		
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3c	(Senate Academic Council)	<b>Date Approved</b>	<b>Contact Person Name</b>
	Health Care Colleges Council		
	Graduate Council	10/30/18	Roshan Nikou
	Undergraduate Council		

# INSTITUTIONAL TEACH-OUT PLAN



The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires accredited institutions to submit a teach-out plan prior to closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students.

In adherence to this policy, this form should be completed for all program suspensions and site closures and submitted to the Office of Strategic Planning and Institutional Effectiveness (OSPIE) in order to submit a notification to SACSCOC.

Please indicate the intended action  Program suspension/closure  Closure of off-campus site

Contact Person:	Camille Harmon	E-mail Address:	camille.harmon@uky.edu	
Telephone Number:	859-257-3966	Fax Number:	859-323-1073	
Location of off-campus site or program:	<input checked="" type="checkbox"/> Main Campus <input type="checkbox"/> off-campus (indicate address below)			
Address:	University of Kentucky			
City:	Lexington	State:	KY	Zip Code: 40506

Indicate the program(s) impacted by the closure or suspension (Major and degree type)

German Studies Graduate Certificate

Date of Closure: fall 2018

fall 2018

(date when new students will no longer be admitted)

Explain how affected parties (students, faculty, staff) will be informed of the impending closure

No student has pursued or been awarded the German Studies Graduate Certificate since at least 2002. The certificate has not appeared in the Graduate School Bulletin since 2008. At this point we would like to formally close the German Studies Graduate Certificate.

Explain how all affected students will be helped to complete their programs of study with minimal disruption

As of at least fall 2002 there have been no students pursuing the German Studies Graduate Certificate. There have been no graduates with a German Studies Graduate Certificate since before fall 2002.

Indicate whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified

Not applicable

How will faculty and staff be redeployed or helped to find new employment?

The Department of Modern and Classical Languages, Literatures and Cultures will continue to offer the Master's in German, so the GER prefix graduate level courses will continue to be offered on a regular basis. Faculty and staff will not need to find new employment.

**From:** [Pearson, RaeAnne](#)  
**To:** [Harmon, Camille](#)  
**Subject:** German Studies, Graduate Certificate  
**Date:** Thursday, September 13, 2018 11:33:20 AM  
**Attachments:** [Outlook-kkgql31c.png](#)

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Dear Camille,

The suspension or closure of an academic program is considered a substantive change according to SACSCOC's substantive change policy. Please submit a teach-out plan and notify our office once the change has been approved by the Senate so that we can submit the teach-out plan to SACSCOC for prior approval and notify CPE of the change.

If you have any questions please do not hesitate to contact our office.

Best,



**RaeAnne Pearson , Ph.D.**  
Planning and Accreditation Coordinator  
University of Kentucky  
Office of Planning and Institutional  
Effectiveness  
Patterson Office Tower #555  
Lexington, KY 40506  
859-218-4009





College of Arts & Sciences  
Department of Modern and Classical Languages, Literatures and  
Cultures

August 25, 2018

Camille Harmon  
202 Patterson Office Tower  
College of Arts and Sciences  
University of Kentucky  
Lexington, KY 40506

Dear Camille,

The MCLLC faculty voted unanimously on August 21, 2018 to suspend the German Studies Graduate Certificate.

Should you require any additional information, I would be happy to provide it.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeanmarie Rouhier-Willoughby', with a long horizontal flourish extending to the right.

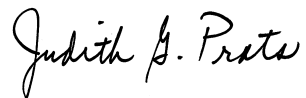
Jeanmarie Rouhier-Willoughby  
Chair, Modern & Classical Languages, Literatures & Cultures

September 13, 2018

Dear Graduate Council,

On behalf of the faculty of the College of Arts and Sciences, the Education Policy Committee discussed and approved the suspension of admission to, and ultimately close, the German Studies Graduate Certificate 7:0:2 on Tuesday, September 11, 2018.

Sincerely,



Judith Prats  
Chair, Education Policy Committee

September 13, 2018

Dear Graduate Council,

Based on the recommendation of the Council on Postsecondary Education, the Department of Modern and Classical Languages, Literatures and Cultures requests approval to suspend admission to, and ultimately close, the German Studies Graduate Certificate.

2007-2008 was the last academic year that the German Studies Graduate Certificate appeared in the Graduate School bulletin. May 2002 was the last time the German Studies Graduate Certificate was awarded.

We have not awarded a Graduate Certificate in German Studies in over 15 years, therefore we would like to officially close the German Studies Graduate Certificate.

Sincerely,



Anna Bosch  
Associate Dean for Undergraduate Programs

see blue.