



# 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](http://www.uky.edu/chs)

To: Meredith Houlihan  
Health Care Colleges Council

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

Date: March 26, 2019

RE: Nutrition and Health Performance

Attached is change for the Nutrition and Health Performance Certificate. It has been reviewed and approved by the Academic Affairs Committee of the College of Health Sciences, and is being forwarded to HCCC for review.

# MEMO

March 26, 2019

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

Dear Dr. Mattacola,

The Academic Affairs (AA) Committee has thoroughly reviewed the proposal submitted regarding the change in grading policy for the NHP certificate requirements. As a result, the Academic Affairs committee recommends approval. 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 GRADUATE/UNDERGRADUATE CERTIFICATE**

*Fill out this form to change an existing certificate. This form should be used for both undergraduate certificates and graduate certificates.*

*Once approved at the college level, your college will send the proposal to the appropriate Senate academic council (HCCC and/or GC) 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 graduate certificate change is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities, including the contact person.*

For each change, you MUST enter the current language/requirement as well as the proposed change.

<b>SUMMARY OF CHANGES</b>							
<b>Check all that apply.</b>							
<input type="checkbox"/>	Courses	<input type="checkbox"/>	Certificate Name	<input type="checkbox"/>	Total required credit hours	<input type="checkbox"/>	Certificate review
<input checked="" type="checkbox"/>	Criteria for admissions/progression/termination			<input type="checkbox"/>	Other		
1. General Information							
<b>1a</b>	<b>Change is for:</b>	<input checked="" type="checkbox"/>	<b>UNDERGRADUATE CERTIFICATE</b>	OR	<input type="checkbox"/>	<b>GRADUATE CERTIFICATE</b>	
<b>1b</b>	Date of contact with Institutional Effectiveness (IE) <sup>1</sup> :	2/20/19					
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.						
<b>1c</b>	College <sup>2</sup> :	Health Sciences	Department <sup>2</sup> :	Athletic Training and Clinical Nutrition			
<b>1d</b>	CIP code:	51.0000					
<b>1e</b>	Current certificate name:	Nutrition for Human Performance	Proposed certificate name:	no proposed change			
<b>1f</b>	Today's Date:	Mar 11 <sup>th</sup> 2019					
<b>1g</b>	Requested effective date:	<input checked="" type="checkbox"/>	Fall semester following approval.	OR	<input type="checkbox"/>	Specific Date <sup>3</sup> : Fall 20	
<b>1h</b>	Contact person name:	Travis Thomas, PhD	Phone / Email:	8-0863 / dth225@uky.edu			
2. Overview of Changes							
<b>2a</b>	Describe the rationale for the change(s), including (as appropriate) input from an advisory board, professional body, etc. (450 word limit)						
	This proposal is to request to change the requirement for the Certificate in Nutrition for Human Performance from "Student must earn a B or higher in each required certificate course to receive the certificate," to "Student must earn a C or higher in each required certificate course to receive the certificate." This revision						

<sup>1</sup> You can reach Institutional Effectiveness by phone or email (257-1962 or [OSPIE@l.uky.edu](mailto:OSPIE@l.uky.edu)).

<sup>2</sup> It is not possible to change the home academic unit of a certificate 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."

<sup>3</sup> No certificate changes will be effective until all approvals are received.

will make the certificate requirements consistent with University of Kentucky Senate requirements for undergraduate certificates. This change is supported by the certificate Director, certificate Co-Directors and their faculty colleagues (see support documentation attached).

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>4</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. Non-Course Related Changes**

3a Will the certificate's admissions and/or application procedures change? Yes  No

If "Yes," describe below. (150 word limit)

Current:

Proposed:

**4. Course-Related Changes**

4a Will the required courses for the certificate change? (If "Yes," indicate and note the changes in the area below. If "No," indicate and proceed to 4b.) Yes  No

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

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>5</sup>
						Select one...
						Select one...
						Select one...
						Select one...
						Select one...

4b Provide the Bulletin language about required courses.

This proposal does not request a change in courses required

4b Will the elective courses for the certificate change? (If "Yes," indicate and note the changes in the area below. If "No," indicate and proceed to 5a.) Yes  No

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

Prefix &	Credit	Title	Prefix	Credit	Title	Course Status <sup>6</sup>
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<sup>4</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>5</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").

<sup>6</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

**CHANGE GRADUATE/UNDERGRADUATE CERTIFICATE**

Nmbr	Hrs		& Nmbr	Hrs		
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

4c Provide the Bulletin language about elective courses.  
This proposal does not request a change in elective courses

**5. Other Changes**

5a Are there any other changes to the certificate? If "Yes," note below. (150 word limit) Yes  No

**6. 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
6a	(Within College)		
	Division Director	Feb 6 <sup>th</sup> , 2019	Geza Bruckner / 8-0859 / gbruckn@uky.edu
	Department of Clinical Sciences	March 8 <sup>th</sup> , 2019	Karen Badger / 8-0480 / karen.badger@uky.edu
	CHS Academic Affairs Committee	March 26 2019	Debbie Kelly / 8-0599 dgkell1@email.uky.edu
	Associate Dean of Acad. Affairs	March 26 2019	Carl Mattacola / 80860 carlmat@uky.edu

6b (Collaborating and/or Affected Units)

	Dietetics & Human Nutrition		/	/
	Department of Kinesiology and Health Promotion		/	/
			/	/
			/	/
			/	/

6c (Senate Academic Council) Date Approved Contact Person Name

	Health Care Colleges Council (if applicable)		
	Graduate Council		
	Undergraduate Council	9/17/19	Joanie Ett-Mims

course is an existing course that will not change ("no change").

**From:** [Houlihan, Meredith](#)  
**To:** [Spriggs, Amy](#); [Ett-Mims, Joanie](#)  
**Cc:** [Mattacola, Carl](#); [Melander, Sheila](#); [Badger, Karen](#)  
**Subject:** HCCC Transmittal  
**Date:** Tuesday, April 30, 2019 10:51:58 AM  
**Attachments:** [image001.png](#)  
[CHS\\_BHS\\_PT.pdf](#)  
[CHS\\_Nutrition\\_Certificate\\_Change\\_Memo.pdf](#)  
[CHS\\_Nutrition\\_Certificate\\_Change\\_Form.pdf](#)

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April 30, 2019

TRANSMITTAL

**TO:** Amy Spriggs, Chair; Joanie Ett-Mims, Coordinator  
Undergraduate Council

**FROM:** Carl Mattacola, Chair; Meredith Houlihan, Coordinator  
Health Care Colleges Council

The Health Care Colleges Council approved the following proposals and is now forwarding them to the Undergraduate Council for review:

College of Health Sciences

- Nutrition and Health Performance Certificate Change
- Suspension and Closure of the BHS in Physical Therapy

Thanks,  
Meredith



**Meredith Houlihan**

Executive Assistant  
University of Kentucky  
College of Health Sciences Dean's Office  
900 S. Limestone, CTW Building Room 123  
Lexington, KY 40536  
[859-218-0480](tel:859-218-0480)  
[meredith.houlihan@uky.edu](mailto:meredith.houlihan@uky.edu)

March 8, 2019

Dear Dr. Thomas,

The faculty of the Health Sciences Education and Research Division in the Department of Clinical Sciences and those in the Medical Laboratory Sciences program held a vote to vet the proposed change to the requirement for the Certificate in Nutrition for Human Performance from “Student must earn a B or higher in each required certificate course to receive the certificate,” to “Student must earn a C or higher in each required certificate course to receive the certificate.” Of these eleven faculty members, 9 votes were received to approve and no votes received to vote against or abstain, thus passing unanimously in the Division and Medical Laboratory Sciences programs.

Please let me know if you are in need of any additional information.

Sincerely,

*Karen Badger, PhD, MSW*

Karen Badger, PhD, MSW  
Professor and Interim Chair, Department of Clinical Sciences

see blue.

## DHN Proposal for Change to Undergraduate Certificate in Nutrition for Human Performance

Certificate Meeting January 15, 2019

Faculty in the Department of Dietetics and Human Nutrition met on January 7, 2019 and unanimously (16-0) approved a motion to change the requirement for the Certificate in Nutrition for Human Performance from “Student must earn a B or higher in each required certificate course to receive the certificate,” to “Student must earn a C or higher in each required certificate course to receive the certificate.” This revision will make the certificate requirements consistent with University of Kentucky Senate requirements for undergraduate certificates.

<http://www.uky.edu/universitysenate/undergraduate-certificates>

## Undergraduate Certificates

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### What is an Undergraduate Certificate?

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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.

Kentucky's Council on Postsecondary Education may have requirements in addition to those of UK. Contact Institutional Effectiveness ([OSPIE@L.uky.edu](mailto:OSPIE@L.uky.edu)) for more information.

### Requirements for an Undergraduate Certificate

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- A minimum of 12 credits of course work taken for a letter grade.
- All coursework must be at the 200 level or above, and a minimum of 6 credits must be at the 300-level or above.
- The student must complete a three-credit breadth component. The breadth component requires that a student take courses in at least two disciplines, with a minimum of three credits to be completed in a second discipline.
- Student must earn a C or better in each required certificate course to receive the certificate.
- Certificates will only be awarded to students who successfully complete a degree, or have completed a four-year degree.
- No more than nine credits taken for a certificate can be used to satisfy the requirements for the student's bachelor's degree, a minor, or another certificate, exclusive of free or unrestricted electives.



## Thomas, David

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**From:** Abel, Mark  
**Sent:** Thursday, January 24, 2019 3:47 PM  
**To:** Stephenson, Tammy; Thomas, David  
**Subject:** Certificate Information

Travis and Tammy,

KHP had a Departmental faculty meeting this afternoon. I wanted to share some information with you regarding the Nutrition for Human Performance Certificate.

First, the Department of Kinesiology and Health Promotion voted unanimously to approve a change in the grade requirement for the certificate to a "C" in the required classes, instead of a "B", to align with the University Senate's new requirements.

Secondly, Haley Bergstrom expressed interest and was nominated to take my position as KHP's co-Director of the Certificate. I have agreed to step down as co-Director. We will transition at the end of this academic year.

I have enjoyed working with you both and seeing the certificate grow.

Kind regards,  
Mark

Mark Abel, Ph.D., CSCS\*D, TSAC-F\*D  
Director, Exercise Physiology Laboratory  
Director, Undergraduate Exercise Science Program  
Director, Graduate Exercise Science Program  
Associate Professor  
Department of Kinesiology and Health Promotion  
University of Kentucky  
217 Seaton Building  
Lexington, KY 40506-0219  
Office: (859) 257-4091  
Fax: (859) 323-1090  
mark.abel@uky.edu

## Thomas, David

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**From:** noreply@qualtrics-survey.com  
**Sent:** Wednesday, February 20, 2019 2:02 PM  
**To:** Thomas, David  
**Subject:** Substantive Change Decision

Dear D. Travis Thomas,

Thank you for your email regarding the proposed program change(s) to **Certificate in Nutrition for Human Performance, Bachelor's (51.0000)**.

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):

· This proposal is to request to change the requirement for the Certificate in Nutrition for Human Performance from "Student must earn a B or higher in each required certificate course to receive the certificate," to "Student must earn a C or higher in each required certificate course to receive the certificate." This revision will make the certificate requirements consistent with University of Kentucky Senate requirements for undergraduate certificates. This change is supported by the certificate Director, certificate Co-Directors and their faculty colleagues

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: <http://www.uky.edu/ie>