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Review Criteria of the Undergraduate Council
January 2013

The primary concern of the Undergraduate Council (UC) is to function in the best interest of undergraduate students at the University of Kentucky. Undergraduate Council is charged with evaluating the “academic merit” of proposed educational activities such as new degree programs. The UC also provides inquiry or advisory commentary relevant to all issues and the resources (faculty, administrative time and oversight) deemed necessary for evaluation of educational activity proposals in relation to academic merit.

Undergraduate Council activities include:

- Employing the rules and regulations of the University Senate relevant to educational programming during the review of proposals concerning undergraduate curricula and new/revised degree programs (specifically SR 3.2.3.B.2).
- Reviewing degree proposals and related course proposals for duplication and overlap with existing courses, degrees, etc.
- Reviewing the completeness of submitted proposal materials required for review.
- Assessing the academic merit of rationales for and conceptualizations of proposed new degree programs, certificates, or major program changes and the components of the new request.
- Reviewing 500 level courses to ensure compliance with requirements for undergraduate students enrolled in the course (e.g., presence of the undergraduate grading scale, differentiation of assignments between grad and undergraduate students or differentiated grading scales (e.g., interval of points required for an A, B, etc.)
- Reviewing the sample syllabi for measureable learning outcomes, correct course titles, course descriptions, and pre-requisites to ensure consistency with those proposed on form submissions and in congruence with Senate Rules and Regulations. (Note: Minor concerns are passed onto proposers as suggestions vs. holding up approval due to these items)
- Checking for possible adverse effects on students who are enrolled in programs undergoing change or in a major dependent on a course that is being revised or dropped, and reviewing the plans in place to address any identified effects..
- Evaluating proposed distance learning (DL) delivery of established face-to-face courses to assess if proposed DL delivery would provide students with a comparable experience without compromising the integrity of the course; ensuring that all required DL elements are clearly provided on submission materials and syllabi.
- Evaluating if proposed off-campus programs are academically comparable to their main campus counterparts.
Committee Information
(from University Senate Rules 1.3.3)

The Associate Provost for Undergraduate Education (or another person designated by the Provost) shall chair the Undergraduate Council and report its recommendations to the Senate Council.

Functions
The Undergraduate Council’s responsibilities relative to courses and programs shall be as follows:

Course Procedures
It shall consider all proposed new courses and changes in courses which may be used for credit toward an undergraduate degree. It shall forward to the Graduate Council recommendations on all courses numbered 500-599. [US: 10/11/99]

Program Procedures
It shall consider all proposed new undergraduate and/or professional programs, changes in undergraduate and/or professional programs, including degree titles, from all colleges offering an undergraduate degree. Further, it shall consider all changes in the University requirements except for the University Studies Program, recommending on all of the above to the Senate Council. In addition, it shall review all undergraduate programs. (See Section 3.2.0.)

Review of Programs
It shall review the summary reports of undergraduate program reviews prepared by the educational unit review committees. It shall participate directly in the review of undergraduate programs upon the request of the Provost. Following either such review, it may recommend appropriate action to maintain acceptable levels of academic quality to the Provost. Such a recommendation may include the suspension of a program to a maximum of five years and the lifting of such a suspension. All recommendations relating to imposing or lifting suspensions of programs are subject to approval by the Senate Council.

An undergraduate program, through its chair or other appropriate administrative officers, may appeal a decision to suspend the undergraduate program to the Provost, who shall then appoint a committee of faculty members, including a member of the Senate Council, to function as an Appeal Committee to review the case. The Committee shall limit its review to the materials submitted by the academic unit review committees, by the Undergraduate Council, and by the program making the appeal. The Provost shall discuss the recommendation of the Committee with the chair of the Senate Council and shall then recommend final action to the President. [US: 4/9/84]

Proposals to terminate undergraduate programs shall be initiated and processed as prescribed in SR 3.3.2.1.

Off-campus Courses and Programs
The Undergraduate Council shall review distance learning activities for quality and effectiveness, in keeping with Southern Association of Colleges and Schools (SACS) “substative changes” criteria [US: 4/12/99]
Composition
The Undergraduate Council shall consist of fourteen (14) members. Nine of the members shall be regular full-time faculty members elected by and from the faculties of colleges, groups of colleges or parts of colleges as follows: [US: 10/12/81; US:4/9/84; US: 4/14/86; US: 10/12/87]

- One member from the combined areas of Humanities area in the College of Arts and Sciences, the College of Fine Arts, and the Honors Program;
- One member from the combined areas of Biological and Physical Sciences in the College of Arts and Sciences;
- One member from the combined areas of the Social Sciences in the College of Arts and the College of Communications;
- One member from the College of Agriculture;
- One member from the College of Education;
- One member from the College of Engineering;
- One member from the College of Business and Economics;
- One member from: the College of Design and the College of Social Work; and
- One member from: the College of Health Sciences, the College of Nursing, and the College of Pharmacy.

Of the five remaining members, one shall be a member of the University Faculty appointed by the Senate Council. Four members shall be appointed by the Chair of the Undergraduate Council with the advice and consent of the elected Undergraduate Council members. Of these four, two shall be members of the faculties of colleges eligible to have representation on the Undergraduate Council, and the remaining two shall be undergraduate students from eligible colleges. [US: 10/12/81; US: 4/9/84; US: 4/14/86; US: 10/12/87]

An ex-officio, non-voting member from the Registrar’s Office selected by the Assistant Provost for Enrollment Management may attend. [US: 4/14/97]

Election
Members of faculties of those colleges listed above in SR 1.3.3.2 who are eligible to vote for and be elected to the University Senate shall be eligible to serve in and vote for all elected members of the Undergraduate Council. [US: 10/8/01]

Pursuant to recent changes in the last several years in Administrative Regulations on tenure-ineligible title series and on faculty members with certain administrative appointments, the following terms apply: (1) Tenured faculty employees who have been appointed to an administrative position at or above the level of department chair are not eligible to participate in the election of faculty representatives, or serve as the elected faculty representative, to faculty governance bodies above the college level (e.g., Board of Trustees, University Senate, Graduate Council, Undergraduate Council, and Health Care Colleges Council) (see HRPP 4.0); (2) Regular, full-time faculty employees in a tenure-ineligible series are not eligible for regularly assigned university-level service activities, except that the tenured/tenure-track faculty of a college may allow a tenure-ineligible series to be eligible to vote for representation, and stand for election, specifically to the University Senate, by extending College Faculty membership to that faculty series (to be documented in the College Rules; see AR 2.5, AR 2.6, AR 2.9 for more details). [SREC: 4/15/11]
A secret ballot election for membership on the Undergraduate Council shall take place during the spring term and the newly elected members shall assume their seats on August 16 of the same year. [US: 10/12/87; US: 1/18/88; US: 4/23/01]

The Associate Provost for Undergraduate Education shall be responsible for administering the elections. The Associate Provost’s Office will prepare lists of members of college faculties eligible to vote and serve. For each college or group of colleges in which there is an election to be held, the Associate Provost’s Office will notify and solicit nominations from the members of the college faculties by a process designed to give adequate notice of the election. It will particularly solicit nominations from department Chairs and Directors of Undergraduate Studies. The Associate Provost’s Office will ascertain the willingness of the nominees to serve and will conduct the election by a process designed to inform voters of the qualifications of those nominated. The person receiving the highest number of votes for a given vacancy will be elected. Ties will be decided by lot. [US: 10/8/01]

Terms and Vacancies
Elected faculty Undergraduate Council members will serve three year staggered terms expiring on August 15 [US: 4/23/01], and shall be ineligible to succeed themselves until a lapse of one year occurs, except that where they have served one year or less as a replacement, they shall be eligible to be elected. Student members shall serve one year and are eligible for reappointment.

When a member or an alternate becomes unable or ineligible to serve (i.e., resignation, leave of absence, assumption of administrative title, loss of status as a faculty employee) a vacancy is declared. A vacancy in the first year of a term on the elected membership of the Undergraduate Council shall be filled by appointment by the Undergraduate Council Chair of the eligible nominee who received the highest number of votes without being elected in the election in which the vacating member was elected. If that person declines, the next eligible nominee shall be appointed, and so on. A vacancy following the first year of a term (or in the first year if the list of nominees is exhausted) shall be filled by the Undergraduate Council Chair appointing an eligible member of the unit’s faculty. The term of appointment shall be for the remainder of the unexpired term or for the duration of the ineligibility of the elected member. [US: 4/10/89]
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department/College/Unit</th>
<th>Representation</th>
<th>Term</th>
<th>Email</th>
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<tbody>
<tr>
<td>Jim Fackler</td>
<td>Professor</td>
<td>Economics</td>
<td>College of B &amp; E</td>
<td>2017</td>
<td><a href="mailto:eco134@uky.edu">eco134@uky.edu</a></td>
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<tr>
<td>Brian Lee</td>
<td>Associate Professor</td>
<td>Landscape Architecture</td>
<td>College of Agriculture, Food and Environment</td>
<td>2018</td>
<td><a href="mailto:blee@uky.edu">blee@uky.edu</a></td>
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<tr>
<td>Nicole Mattingly</td>
<td></td>
<td>Management</td>
<td>Student appointment</td>
<td>2017</td>
<td><a href="mailto:n.nicole.mattingly@uky.edu">n.nicole.mattingly@uky.edu</a></td>
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<tr>
<td>Mary Shake</td>
<td>Associate Professor</td>
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<tr>
<td>Bill Smith</td>
<td>Associate Professor</td>
<td>Electrical and Computer Engineering</td>
<td>College of Engineering</td>
<td>2017</td>
<td><a href="mailto:william.smith@uky.edu">william.smith@uky.edu</a></td>
</tr>
<tr>
<td>Patric Spence</td>
<td>Associate Professor</td>
<td>Information Science</td>
<td>Social Sciences in A&amp;S and College of Communication and Information</td>
<td>2017</td>
<td><a href="mailto:patric.spence@uky.edu">patric.spence@uky.edu</a></td>
</tr>
<tr>
<td>Amy Spriggs</td>
<td>Assistant Professor</td>
<td>Early Childhood, Special Ed and Rehab Counseling</td>
<td>Chair</td>
<td></td>
<td><a href="mailto:amy.spriggs@uky.edu">amy.spriggs@uky.edu</a></td>
</tr>
<tr>
<td>Allison Soult</td>
<td>Lecturer</td>
<td>Chemistry</td>
<td>Faculty Appointment</td>
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<td><a href="mailto:assoul2@uky.edu">assoul2@uky.edu</a></td>
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<td>Tammy Stephenson</td>
<td>Assistant Professor</td>
<td>Dietetics and Human Nutrition</td>
<td>Faculty Appointment</td>
<td>2017</td>
<td><a href="mailto:Tammy.Stephenson@uky.edu">Tammy.Stephenson@uky.edu</a></td>
</tr>
<tr>
<td>Stephen Testa</td>
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<td>Chemistry</td>
<td>Biological &amp; Physical Sciences in A&amp;S</td>
<td>2019</td>
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<tr>
<td>Susie Thiel</td>
<td>Assistant Professor</td>
<td>Theatre and Dance</td>
<td>College of A&amp;S, Fine Arts, Honors Program</td>
<td>2018</td>
<td><a href="mailto:susie.thiel@uky.edu">susie.thiel@uky.edu</a></td>
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<tr>
<td>Helen Turner</td>
<td>Assistant Professor</td>
<td>Interiors</td>
<td>Colleges of Design and Social Work</td>
<td>2019</td>
<td><a href="mailto:helen.turner@uky.edu">helen.turner@uky.edu</a></td>
</tr>
<tr>
<td>Steven Van Lanen</td>
<td>Associate Professor</td>
<td>Pharmaceutical Sciences</td>
<td>Colleges of Health Sciences, Nursing, and Pharmacy</td>
<td>2019</td>
<td><a href="mailto:svanlanen@uky.edu">svanlanen@uky.edu</a></td>
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<tr>
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<tr>
<td>*Susan Skees</td>
<td>Director of Academic Services</td>
<td>Agriculture, Food, and Environment</td>
<td>Advising Network</td>
<td></td>
<td><a href="mailto:susan.skees@uky.edu">susan.skees@uky.edu</a></td>
</tr>
<tr>
<td>*David Timoney</td>
<td>Associate Registrar for Communications</td>
<td>Enrollment Management</td>
<td>Registrar's Office</td>
<td></td>
<td><a href="mailto:davidtimoney@uky.edu">davidtimoney@uky.edu</a></td>
</tr>
</tbody>
</table>

*ex-officio, non-voting member
UGC Course/Program Review Process

Documentation for program or course is uploaded to online system by college

Following college approval, submission routes to UGC for review

UGE support staff reviews materials for completeness and routes to two (2) committee members for review

When appropriate, course is added to the UGC agenda (contact Joanie)

Reviewers present course to UGC

eCATS is used for courses (Enterprise Services tab → Workflow)

Email is used for programs

Institutional Course Routing
1. Courses within the 100–499 series (except 400G to 499G – see #2):
   a. HCCC (if applicable)
   b. Undergraduate Council
   c. 10-day web transmittal for Senate Council and Senate approval
   d. Registrar

2. Courses within the 400G–499G series:
   a. HCCC (if necessary)
   b. Graduate Council
   c. Undergraduate Council
   d. 10-day web transmittal for Senate Council and Senate approval
   e. Registrar

3. Courses within the 500–599 series:
   a. HCCC (if necessary)
   b. Undergraduate Council
   c. Graduate Council
   d. 10-day web transmittal for Senate Council and Senate approval
   e. Registrar

If rejected, discussion is summarized and proposal is returned for revision

If approved, proposal is approved and forwarded to Senate
Course: University Senate Syllabi Guidelines Review Checklist

General Course Information
☐ Full and accurate title of the course
☐ Departmental and college prefix
☐ Course prefix, number and section number
☐ Scheduled meeting day(s), time and place

Instructor Contact Information (if specific details are unknown, “TBA” is acceptable for one or more fields)
☐ Instructor name
☐ Contact information for teaching/graduate assistant, etc.
☐ Preferred method for reaching instructor
☐ Office phone number
☐ Office address
☐ UK email address
☐ Times of regularly scheduled office hours and if prior appointment is required

Course Description
☐ Reasonably detailed overview of the course
☐ Student learning outcomes
☐ Course goals/objectives
☐ Required materials (textbook, lab materials, etc.)
☐ Outline of the content, which must conform to the Bulletin description
☐ Summary description of the components that contribute to the determination of course grade
☐ Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s)
☐ Final examination information: date, time, duration and location
☐ For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for undergraduate students
☐ For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for graduate students. (Graduate students cannot receive a “D” grade.)
☐ Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.)
☐ Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus
☐ Policy on academic accommodations due to disability. Standard language is below:
  If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/.

Course Policies
☐ Attendance
☐ Excused absences
☐ Make-up opportunities
☐ Verification of absences
☐ Submission of assignments
☐ Academic integrity, cheating & plagiarism
☐ Classroom behavior, decorum and civility
☐ Professional preparations
☐ Group work & student collaboration

UGE Review ( )
Comments

Committee Review ( )
Comments
Links to Additional Information

Curriculog (Curriculum Management System)
https://uky.curriculog.com/

Academic Ombud
http://www.uky.edu/Ombud

University-Level Distance Learning Statement

Distance Learning Form
http://www.uky.edu/eForms/forms/DistanceLearning.doc

Sample Syllabus Template

Undergraduate Council Website
http://www.uky.edu/UGE/council

Student Credit Hour Definition
http://www.uky.edu/universitysenate/sites/www.uky.edu.universitysenate/files/Credit%20hour%20grid%20proposa_l_May%207_TO%20US.pdf

Current Major & Minor Sheets
http://www.uky.edu/academics/2016-17-major-sheet-inventory

UK Core website
http://www.uky.edu/ukcore

myUK/eCATS (Enterprise Services tab → Workflow)
https://myUK.uky.edu/irj/portal

Registrar
http://www.uky.edu/registrar/

Schedule of Classes
https://myuk.uky.edu/zapps/CourseCatalog/Load/Catalog

University Senate
http://www.uky.edu/Faculty/Senate/

University Senate Academic Approval Routing