

### **1.3.4 HEALTH CARE COLLEGES COUNCIL [US: 5/9/2005]**

#### **1.3.4.1 Functions**

The Health Care Colleges Council (hereafter: "HCC Council") shall be responsible to the University Senate concerning academic matters related to the six health-care-related colleges: Dentistry, Health Sciences, Medicine, Nursing, Pharmacy, and Public Health. Its principal functions and responsibilities are as follows:

#### **A. Course Procedures**

Pursuant to SR 3.3, it shall consider (i) all proposed new courses and changes in courses offered in a professional health care program or (ii) undergraduate or graduate courses that involve students in health care practices that originate from a college represented on the HCC Council (SR 3.3.C.1). On behalf of the University Senate, the HCC Council shall have final approval authority for these proposals so long as these courses would not be subject to review by Undergraduate and/or Graduate Councils. These courses are those at the 800- and 900-levels that address requirements toward a professional degree.

#### **B. Program Procedures**

Pursuant to SR 3.2, it shall consider all proposals for new academic professional programs, changes in academic professional programs, changes in professional degrees or degree titles, changes in the admission or graduation requirements, and other academic issues concerning professional health care programs that originate from a college represented on the HCCC. During review, it shall ensure that the development of new programs are accompanied by appropriate modification or discontinuation of old programs or courses in accordance with the University Senate Rules. On behalf of the University Senate, the HCC Council shall have final approval authority for proposals related to professional health care programs (SR 3.2.3.B.1) that would not require review by another Council of the Senate and/or would not require final approval by the Board of Trustees and/or the Kentucky Council on Postsecondary Education.

#### **C. Limitation of authority**

Whenever a proposal submitted to the HCC Council originated from or is subject to review by another Council of the Senate OR requires final approval by the Board of Trustees or the Kentucky Council on Postsecondary Education, the HCCC shall not have final approval authority and, instead, shall recommend on that proposal to the Senate Council. If a situation arises where it is unclear if the HCC Council has final approval authority; the HCC Council will send a reviewed proposal forward with the HCC Council recommendation to the Senate Council for its consideration.

The Senate Council and University Senate shall always retain the prerogative and authority to review any proposal or decision of the HCC Council.

#### **D. Review of Programs**

It shall evaluate educational program objectives and course content to ensure appropriate breadth and depth and the availability of needed faculty;

#### **E. Off-campus Courses and Programs**

The HCC Council shall review distance learning activities for quality and effectiveness, in keeping with Southern Association Colleges and Schools (SACS) "substantive changes" criteria. [US: 4/12/99]

### 1.3.4.2 Composition

The Health Care Colleges Council is composed of two representatives and two alternate representatives from the Colleges of Dentistry, Health Sciences, Medicine, Nursing, Pharmacy and Public Health elected by the faculty of each college. An individual from the Provost's office in the position of Associate Provost or equivalent shall serve as Chair of the HCC Council. In addition, there shall be three (3) representatives outside of these colleges, one each appointed by the Graduate, Senate and Undergraduate Councils, not necessarily from these Councils' memberships, to serve terms commensurate with the other members of the HCC Council.

### 1.3.4.3 Election

One HCC Council member ("official representative") and one alternate from each college shall be elected each year for a two-year term, which shall begin September 1. To be eligible for election, candidates shall be a regular, full-time member of one of the six specified college faculties and shall be limited to those college faculty members who are eligible to be elected to the University Senate.

- \* 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; GR V); (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: 4/15/2011]

In addition, they shall have been members of a faculty of one of these colleges in a full-time academic rank for a period of at least two years. When a HCC Council 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 shall be declared and that eligible faculty member who at the last election received the highest number of votes without being elected shall be appointed to serve for the period of ineligibility of the elected or alternate member.

Alternate members shall be notified of all meetings and shall have the privilege of attending all meetings; they shall not vote, however, unless they are serving in place of official representatives. The alternates shall receive copies of minutes and other materials distributed to the HCC Council. When an official representative must be absent from a meeting, either alternate from his or her college can be designated by the HCC Council Chair to serve during that particular meeting.

The HCC Council shall meet monthly and upon call of the HCC Council Chair. Six (6) elected members or their alternates with a voting status for the purposes of the meeting shall constitute a quorum for the transaction of business.

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### 3.3.2 Forms to be Used [US: 5/7/2012]

Senate Council-approved forms and other mechanisms to initiate proposals concerning courses are available at <http://www.uky.edu/Faculty/Senate/forms.htm> and shall be used to initiate proposals under SR 3.3. In the case of courses that will be evaluated by the Health Care Colleges Council (HCCC; see subsection 3.3.3.B.1 below), the initiator of the proposal shall contact the chair of the HCCC or, in the case of courses from the College of Law, the appropriate associate dean, for information on the Senate Council-approved proposal submission format.

### **3.3.3 Procedures to be Used [US: 5/7/2012]**

#### **A. Courses that Cannot be Used Toward a UK Degree or Certificate**

If a proposed course will not be recorded on UK transcripts and cannot be used toward a Senate-approved certificate or degree, then final approval of the course is conducted pursuant to the Rules of the College of the originating educational unit and does not require approval above the level of the College. The College Rules may further delegate responsibility to department or program faculties (GR VII.A.4-6). If the originating educational unit is not administratively housed in a college, then the department chair or director shall forward the proposal to the appropriate Academic Council, pursuant to 3.3.3.C.1 below. [US: 9/9/2013]

#### **B Approval by the Educational Unit Faculty [US: 5/7/2012]**

**1.** The Faculty of the originating educational unit decides whether to approve proposals for new courses or changes to courses (including changes to courses in the educational unit's University Scholars program and in dual degree programs) (GR VII.A.6(b)); SR 3.2.A.3, below). For the Honors Program and UK Core, the "Faculty" within the meaning of this rule is the body identified by the University Senate to perform the educational policy-making functions of the respective program. [SREC: 8/18/06; US: 5/7/2012]

The department chair/director shall forward the proposal to the College Faculty, in a manner prescribed by the College Faculty Rules. The chair/director's transmittal attests thereby that the proposal has been approved in accordance with the Rules of the Faculty of the originating unit. The department chair/director may include a separate opinion on the academic merits or on the administrative feasibility of the proposal.

\* For the purposes of this rule and graduate courses, "The Faculty of the originating educational unit" means the members of the graduate faculty of the program. [SREC: 10/25/2012]

\* This rule does not have the intent or effect of prohibiting any college from seeking and utilizing the opinion of any willing academic council of the Senate before the proposal is submitted to the first officially required academic council of review [SREC: 12/17/2013].

Courses for dual degree programs are simultaneously considered for approval by the respective unit faculties pursuant to the above procedures. One of the chairs/directors shall forward the approved proposal to the College Faculty, or, in the case of dual degree programs that cross colleges, to each College Faculty.

**2.** In cases of proposals concerning courses for undergraduate or professional certificates or degrees, the College Faculty decides whether to approve the proposal (GR VII.A.4(c)). The dean shall forward an approved proposal to the appropriate academic council of the Senate (SR 3.2.B), attesting thereby that the proposal has been approved in accordance with the College Faculty Rules. The dean may include a separate opinion on the academic merits or administrative feasibility of the proposal (GR VII.B.3).

Courses for dual degree programs are simultaneously considered for approval by each College Faculty pursuant to the above procedures. The respective deans may include separate opinions on the academic merits or on the administrative feasibility of the proposal. One of the deans shall forward a single proposal for the dual degree course to the appropriate academic council of the Senate.

**3.** In the case of proposals for graduate certificates or degrees, a proposal approved by the Faculty of the graduate program shall be forwarded by the Director of Graduate Studies to the dean of the college that contains the home educational unit of the graduate program. If so prescribed by the College Rules, the proposal may be reviewed by, and advisory opinion added by, faculty committees/councils of that college and by the dean of that college. That dean shall include a statement of administrative feasibility from the perspective of that college administration, and shall also include a statement of administrative feasibility from the Office of the Provost. The Director of Graduate Studies shall then forward the proposal to the Dean of the Graduate School. If the proposal is for new graduate program and is arising from faculty in an

educational unit that does not already home a graduate program, then the dean of the college containing that educational unit shall perform the administrative processing roles prescribed in this paragraph for the Director of Graduate Studies.

**4. UK Core Program.** Changes in the UK Core Program are submitted by the college first to the Undergraduate Council, before action by the UK Core Education Committee. [US: 5/7/2012]

\* Under this rule the Undergraduate Council may opt to use a process in which a course must first be approved by the UK Core Education Committee before action by the Undergraduate Council. [SREC: 8/23/2012]

**C. Approval by Academic Council** [US: 10/11/99]

**1. Jurisdiction.** The dean shall forward the proposal to the appropriate academic council as provided in this subpart SR 3.3.B.1. Responsibility for the approval of new courses, changes in courses and deletion of courses (except for minor course changes as defined in SR 3.3.B.1.F, below), shall be vested in the appropriate academic council as follows: [US: 5/7/2012]

**(a) Health care college professional programs.** Proposals concerning courses for either a professional certificate or a degree program in a health profession that are recommended by a health care college shall be forwarded first to the HCCC. The HCCC shall act for the University Senate to make a final decision to approve such proposals.

**(b) Other proposals arising from a health care college.** Proposals for courses concerning an undergraduate or graduate certificate or degree shall be first forwarded to the HCCC if the program involves the students in health care practices.\* If approved by the HCCC, the chair of the HCCC shall forward the proposal to the Undergraduate Council (subpart c), or Graduate Council (subpart d), as appropriate, below. [US: 5/7/2012; SREC: 2/13/2013]

\* "Health care practices" within the meaning of this rule includes those *health care* practices that subject the students to jurisdiction of the Board of Trustees-approved Health Care Colleges Code of Student Professional Conduct ('HCC Code'), even if the practices are conducted as part of an undergraduate or graduate academic program (see also GR IV.C.1; HCC Code1.B, para. 2). [SREC: 12/17/2013]

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