

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 (OSPIE@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.

SUMMARY OF CHANGES							
Check all that apply.							
<input type="checkbox"/>	Courses	<input type="checkbox"/>	Program name	<input 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 checked="" type="checkbox"/>	Other
1. General Information							
1a	Date of contact with Institutional Effectiveness (IE) ¹ :		1/30/19				
	<input type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.						
1b	College ² :	Communication and Information		Department ² :	Communication		
1c	CIP code ³ :	09.0101		Today's Date:	1/30/19		
1d	Current major name: (Biology, Design, etc.)	Communication		Proposed major name:	Communication		
1e	Current Degree (BA, BFA, etc.):	BA/BS		Proposed degree:	BA/BS		
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:	N/A					
1h	Date of most recent periodic program review for this degree:			2017			
1i	Requested effective date:	<input checked="" type="checkbox"/>	Fall semester following approval.		OR	<input type="checkbox"/>	Specific Date ⁴ : <i>Fall 20</i>

¹ 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 (257-1962 or OSPIE@uky.edu).

² It is not possible to change the home academic unit of a degree program 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."

³ 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.

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

1j	Contact person name:	Kelly McAninch	Phone / Email:	kelly.mcaninch@uky.edu / 3-4334
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2. Overview of Changes

2a	<p>Describe the rationale for the changes, including results from the most recent program review if applicable. (450 word limit)</p> <p>Currently, our GCCR requirements are listed as: COM 252 Introduction to Interpersonal Communication and COM 351 Introduction to Communication Theory 6</p> <p style="text-align: center;">OR</p> <p>COM 252 Introduction to Interpersonal Communication and COM 326 Communication Strategies for Professional Excellence..... 6</p> <p>We would like to remove COM 252 as a GCCR requirement. COM 252 is required as a pre-major course, and we would like to keep COM 252 as part of pre-major requirements. We propose retaining COM 326 or COM 351 as our majors' only GCCR requirement (3 credit hours total). This will not result in a decrease in overall total number of credits required for the program given that we want to maintain COM 252 as a required pre-major course, but not as part of the GCCR.</p> <p>Our reasoning is two-fold: First, COM 252 has no pre-requisites or other enrollment restrictions therefore many students outside of our major enroll in COM 252, including COM minors. It is not practical to uphold GCCR standards in a course that serves many non-COM majors. Second, COM pre-majors could conceivably take COM 252 before they have attained sophomore status, an additional GCCR stipulation. In contrast, COM 326 and COM 351 are restricted to COM majors and have pre-requisites that help ensure students are completing the GCCR course at an appropriate point in their progression.</p>
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2b	Use the fields below, as applicable, to identify the areas in which changes will be made.		
		Current	<i>Proposed</i>
i.	Credit Hours of Premajor Courses:	No changes on 2b	
ii.	Credit Hours of Preprofessional Courses:		
iii.	Credit Hours of Major Core Course Requirements		
iv.	Minimum Credit Hours of Guided Electives:		
v.	Minimum Credit Hours of Free Electives:		
vi.	Credit Hours for Track 1 (name):		
vii.	Credit Hours for Track 2 (name):		
viii.	Credit Hours for Track 3 (name):		
ix.	Credit Hours for Track 4 (name):		
x.	Credit Hours for Track 5 (name):		
xi.	Credit Hours for Required Minor:		
xii.	Total Credit Hours Required by Level:	100-level:	
		200-level:	
		300-level:	
		400-level:	

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	500-level:		
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:	=====	=====
xv.	If the total hours required for graduation have changed, explain below. (150 word limit)		
	N/A		
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.		
	<input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director ⁵ of each unit from which individual courses will be used.		
	<input type="checkbox"/> 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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," the department must also submit a change form to change the minor.		
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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," note the specific changes in the grid below.		
	Current Course	Current Credits	Proposed Course
	UK Core Area		Proposed Credits
I. Intellectual Inquiry			
	Arts and Creativity		
	Humanities		
	Social Sciences		
	Natural/Physical/Mathematical		
II. Composition and Communication			
	Composition and Communication I	CIS/WRD 110	3
	Composition and Communication II	CIS/WRD 111	3
III. Quantitative Reasoning			
	Quantitative Foundations		
	Statistical Inferential Reasoning		
IV. Citizenship (one course in each area)			
	Community, Culture & Citizenship in USA		
	Global Dynamics		

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

Total UK Core Hours	=====	=====
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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 checked="" type="checkbox"/>	No <input type="checkbox"/>
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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.

Check to confirm that appended to the end of this form is a letter of support from the other units’ chair/director⁶ from which individual courses will be used.

	Current	Proposed
i.	<input type="checkbox"/> Single course in home unit:	<input checked="" type="checkbox"/> <i>Single course in home unit: COM 326 or COM 351</i>
ii.	<input checked="" type="checkbox"/> Multiple courses in home unit. COM 252 and COM 326/351	<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 & outside home unit.</i>

4b	Provide the Bulletin language about GCCR below.
<p><i>Graduation Composition and Communication Requirement (GCCR)</i> <i>COM 351 Introduction to Communication Theory 3</i> <i>OR</i> <i>COM 326 Communication Strategies for Professional Excellence 3</i></p>	

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"/>
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	Current	Proposed
	<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 ⁷
						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 type="checkbox"/>
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⁶ A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.
⁷ 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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If "Yes," provide the new language below.

5c Will the pre-major or pre-professional course requirements change? (If "Yes," indicate and note the specific changes in the grid below. If "No," indicate and proceed to question 5e.) Yes No

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ⁸
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

5d Provide the Bulletin language about pre-major or pre-professional courses below.

5e Will the major's core course requirements change? (If "Yes," indicate and note the specific changes in the grid below. If "No," indicate and proceed to question 5g.) 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 ⁹
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

⁸ Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.
⁹ 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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5f	Provide the Bulletin language for major core course requirements.						
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 type="checkbox"/>
<i>Current</i>			<i>Proposed</i>				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ¹⁰	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
5h	Provide the Bulletin language for guided electives.						
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 type="checkbox"/>	No <input type="checkbox"/>
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 type="checkbox"/>
If more than one track is affected, click HERE 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	
<i>Current</i>			<i>Proposed</i>				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ¹¹	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
5k	Provide the Bulletin language for the track.						

¹⁰ Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

¹¹ Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

6. Semester by Semester Program

List below the typical semester-by-semester program for the major. If multiple tracks are available, click [HERE](#) for a template for additional tracks and append a PDF of each track's courses to the end of this form.

<p>YEAR 1 – FALL: (e.g. "BIO 103; 3 credits")</p>	<p>Composition and Communication I</p> <p>Quantitative Foundations</p> <p>Humanities</p> <p>COM 101 (fulfills Social Sciences)</p> <p>Language I</p>	<p>YEAR 1 – SPRING:</p>	<p><i>Composition and Communication II</i></p> <p><i>Arts and Creativity</i></p> <p><i>Natural, Physical and Mathematical Sciences</i></p> <p><i>COM 252</i></p> <p><i>Language II</i></p>
<p>YEAR 2 - FALL :</p>	<p>Statistical Inferential Reasoning</p> <p>Global Dynamics</p> <p>Community, Culture...U.S.</p> <p>COM 249</p> <p>Language III</p>	<p>YEAR 2 – SPRING:</p>	<p><i>COM 315</i></p> <p><i>COM 325</i></p> <p><i>COM 326 or 351</i></p> <p><i>Language IV</i></p> <p><i>Elective</i></p>
<p>YEAR 3 - FALL:</p>	<p>COM 399/425/525/535 or 581</p> <p>Cognate course</p> <p>Cognate course</p> <p>Elective</p> <p>Elective</p>	<p>YEAR 3 - SPRING:</p>	<p><i>COM 325+</i></p> <p><i>300+ Elective</i></p> <p><i>Elective</i></p> <p><i>Elective</i></p> <p><i>Elective</i></p>
<p>YEAR 4 - FALL:</p>	<p>COM 400+</p> <p>COM 399/425/525/535 or 581</p> <p>Cognate course</p> <p>300+ Elective</p> <p>Elective</p>	<p>YEAR 4 - SPRING:</p>	<p><i>COM 399/425/525/535 or 581</i></p> <p><i>Cognate course</i></p> <p><i>Elective</i></p> <p><i>Elective</i></p> <p><i>Elective</i></p>

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
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7a	(Within College)		
	Department Chair		Dr. Shari Veil / 8-0468 / shari.veil@uky.edu
	Dean		Dr. Derek Lane / 8-0290 / derek.lane@uky.edu
			/ /
			/ /
7b	(Collaborating and/or Affected Units)		
			/ /
			/ /
			/ /
			/ /
			/ /
7c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)		
	Undergraduate Council	4/30/19	Joanie Ett-Mims

Ett-Mims, Joanie

From: Sizemore, Megan
Sent: Friday, February 22, 2019 1:58 PM
To: Ett-Mims, Joanie
Subject: COM Undergraduate Change Form
Attachments: ChangeUGDegree_COM_Remove252fromGCCCR.docx

Hi Joanie,

Attached is the Change Undergraduate Degree form for the Department of Communication. They are removing COM 252 as one of their GCCR requirements. The faculty council approved this change today with a vote of 6-0-2. Please let me know if you have questions or if you need additional information.

Best,
Megan

[Megan B. Sizemore](#)

Chief of Staff
College of Communication and Information
University of Kentucky
308C Lucille Little Library
Lexington, KY 40506-0224
859.257.4241
msizemore@uky.edu

Ett-Mims, Joanie

From: McAninch, Kelly G
Sent: Monday, February 25, 2019 1:38 PM
To: Ett-Mims, Joanie; Sizemore, Megan
Subject: Fw: Substantive Change Decision

Hi Joanie,

I'm sorry - I did have the confirmation of COM's contact with OPSIE about removing COM 252 from our GCCR. You can see the email from that unit below. Please let me know if you require other documentation.

Thank you!
Kelly

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Kelly McAninch, Ph.D.
Assistant Professor and Director of Undergraduate Studies
Department of Communication
277 Blazer Dining, 343 S. Martin Luther King Blvd
Lexington, KY 40526-0012
(see map below)
(859) 323-4334
kelly.mcaninch@uky.edu



From: noreply@qualtrics-survey.com <noreply@qualtrics-survey.com>
Sent: Thursday, January 31, 2019 9:46 AM
To: McAninch, Kelly
Subject: Substantive Change Decision

Dear Kelly McAninch,
Thank you for your email regarding the proposed program change(s) to **Communication, Bachelor's (09.0101)**.

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):

· Currently, our GCCR requirements are listed as: COM 252 Introduction to Interpersonal Communication and COM 351 Introduction to Communication Theory 6 OR COM 252 Introduction to Interpersonal Communication and COM 326 Communication Strategies for Professional Excellence..... 6 We would like to remove COM 252 as a GCCR requirement. COM 252 is required as a pre-major course, and we would like to keep COM 252 as part of pre-major requirements. We propose retaining COM 326 or COM 351 as our majors' only GCCR requirement (3 credit hours total). This will not result in a decrease in overall total number of credits required for the program given that we want to maintain COM 252 as a required pre-major course, but not as part of the GCCR. Our reasoning is two-fold: First, COM 252 has no pre-requisites or other enrollment restrictions therefore many students outside of our major enroll in COM 252, including COM minors. It is not practical to uphold GCCR standards in a course that serves many non-COM majors. Second, COM pre-majors could conceivably take COM 252 before they have attained sophomore status, an additional GCCR stipulation. In contrast, COM 326 and COM 351 are restricted to COM majors and have pre-requisites that help ensure students are completing the GCCR course at an appropriate point in their progression.

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: <https://proxy.qualtrics.com/proxy/?url=http%3A%2F%2Fwww.uky.edu%2Fie&token=w%2BXHkAS0tASxS4xDceQ8e0MxnHdJ2Eu4smnkDcYodCE%3D>