

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 checked="" 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 type="checkbox"/> Other
1. General Information			
1a	Date of contact with Institutional Effectiveness (IE) ¹ :	2/23/2018	
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.		
1b	College ² :	College of Communication and Information	Department ² : Integrated Strategic Communication
1c	CIP code ³ :	09.0900	Today's Date: 2/21/2017
1d	Current major name: (Biology, Design, etc.)	Integrated Strategic Communication	Proposed major name: Integrated Strategic 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:	2010-2011 (note: The ISC department became independent in 2015 from School of Journalism which has been accredited by ACEJMC)	

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.

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1i	Requested effective date:	<input checked="" type="checkbox"/> Fall semester following approval.	OR	<input type="checkbox"/> Specific Date ⁴ : <i>Fall 20</i>
1j	Contact person name:	DUS: Hyun Ju Jeong	Phone / Email:	859-257-9034 / hyunju.jeong@uky.edu
2. Overview of Changes				
2a	Describe the rationale for the changes, including results from the most recent program review if applicable. (450 word limit)			
	We are proposing requiring a 3-credit course, ISC 311, focuses on ethical, legal and social issues in integrated strategic communication, in place of a 3-credit course, ISC 543, which focuses solely on regulation in integrated strategic communication. It will be beneficial for our students by putting more emphasis in the curriculum on broad and interrelated concerns and issues in terms of ethical, legal and social aspects in integrated strategic communication.			
2b	Use the fields below, as applicable, to identify the areas in which changes will be made.			
		Current	Proposed	
i.	Credit Hours of Premajor Courses:			
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:		
		500-level:		
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:		_____	_____
xv.	If the total hours required for graduation have changed, explain below. (150 word limit)			
	No change			
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.			

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

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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 appropriate chair/director⁵ of each unit 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 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 No

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 No

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

UK Core Area	Current Course	Current Credits	Proposed Course	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	CIS/WRD 110	3
Composition and Communication II	CIS/WRD 111	3	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				
Total UK Core Hours		<u> </u>		<u> </u>

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 No

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.

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.

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<input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director ⁶ from which individual courses will be used.			
	<table border="0"> <tr> <td align="center">Current</td> <td align="center">Proposed</td> </tr> </table>	Current	Proposed
Current	Proposed		
i.	<table border="0"> <tr> <td><input type="checkbox"/> Single course in home unit:</td> <td><input type="checkbox"/> <i>Single course in home unit:</i></td> </tr> </table>	<input type="checkbox"/> Single course in home unit:	<input type="checkbox"/> <i>Single course in home unit:</i>
<input type="checkbox"/> Single course in home unit:	<input type="checkbox"/> <i>Single course in home unit:</i>		
ii.	<table border="0"> <tr> <td><input type="checkbox"/> Multiple courses in home unit.</td> <td><input type="checkbox"/> <i>Multiple courses in home unit.</i></td> </tr> </table>	<input type="checkbox"/> Multiple courses in home unit.	<input type="checkbox"/> <i>Multiple courses in home unit.</i>
<input type="checkbox"/> Multiple courses in home unit.	<input type="checkbox"/> <i>Multiple courses in home unit.</i>		
iii.	<table border="0"> <tr> <td><input type="checkbox"/> Single course outside home unit.</td> <td><input type="checkbox"/> <i>Single course outside home unit.</i></td> </tr> </table>	<input type="checkbox"/> Single course outside home unit.	<input type="checkbox"/> <i>Single course outside home unit.</i>
<input type="checkbox"/> Single course outside home unit.	<input type="checkbox"/> <i>Single course outside home unit.</i>		
iv.	<table border="0"> <tr> <td><input type="checkbox"/> Multiple courses outside home unit.</td> <td><input type="checkbox"/> <i>Multiple courses outside home unit.</i></td> </tr> </table>	<input type="checkbox"/> Multiple courses outside home unit.	<input type="checkbox"/> <i>Multiple courses outside home unit.</i>
<input type="checkbox"/> Multiple courses outside home unit.	<input type="checkbox"/> <i>Multiple courses outside home unit.</i>		
v.	<table border="0"> <tr> <td><input type="checkbox"/> Course(s) inside & outside home unit.</td> <td><input type="checkbox"/> <i>Course(s) inside & outside home unit.</i></td> </tr> </table>	<input type="checkbox"/> Course(s) inside & outside home unit.	<input type="checkbox"/> <i>Course(s) inside & outside home unit.</i>
<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.		

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"/>		
	<table border="0"> <tr> <td align="center">Current</td> <td align="center">Proposed</td> </tr> </table>	Current	Proposed		
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	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"/>
	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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
	<table border="0"> <tr> <td align="center">Current</td> <td align="center">Proposed</td> </tr> </table>	Current	Proposed		
Current	Proposed				
Prefix & Nmbr	Credit Hrs	Title	Course Status ⁸		
			Select one....		
			Select one....		
			Select one....		
			Select one....		

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").

⁸ 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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						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 <input checked="checked" type="checkbox"/>	No <input type="checkbox"/>
	If "Yes," note the specific changes in the grid below.						
	<i>Current</i>			<i>Proposed</i>			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ⁹	
ISC 543	3	Regulation of Strategic Communication	ISC 311	3	Ethical, Legal, and Social Issues in Integrated Strategic Communication	Change	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
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						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
						Select one....	
5f	Provide the Bulletin language for major core course requirements.						
	ISC 311 Ethical, Legal, and Social Issues in Integrated Strategic Communication						
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 checked="checked" 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....	

⁹ Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

¹⁰ 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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						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 No

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 No

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	
Current			Proposed			
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.

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.

YEAR 1 – FALL: (e.g. "BIO 103; 3 credits")	Please see the addendum	YEAR 1 – SPRING:	
YEAR 2 - FALL :		YEAR 2 – SPRING:	
YEAR 3 - FALL:		YEAR 3 - SPRING:	
YEAR 4 - FALL:		YEAR 4 - SPRING:	

7. Approvals/Reviews

¹¹ 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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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
7a	(Within College)			
		ISC Department	02-28-2018	Hyun Ju Jeong / 859-257-9034 / hyunju.jeong@uky.edu
		CI Faculty Council	03-09-2018	Megan Seizemore / 859-257-4241 / msizemore@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	4/17/18	Joanie Ett-Mims

**TEMPLATE FOR ADDITIONAL TRACKS, SEMESTER-BY-SEMESTER PROGRAM OF STUDY
PROPOSAL TO CHANGE UNDERGRADUATE DEGREE PROGRAM**

6. Semester by Semester Program

List below the typical semester-by-semester program of study, e.g. "GWS 200; 3 credits," for a track in the program. Convert this addendum to a PDF and append to the end of the PROPOSAL TO CHANGE UNDERGRADUATE DEGREE PROGRAM form.

Track Name: **B.A.**

<p>YEAR 1 - FALL:</p>	<p><u>UK Core-Composition and Communication I; 3 credits</u> <u>UK Core-Quantitative Foundation; 3 credits</u> <u>UK Core-Humanities; 3 credits</u> <u>PSY 100; 4 credits (fillfill)</u> <u>UK Core-Social Science)</u> <u>Foreign Language I/LIN 211</u></p>	<p>YEAR 1 - SPRING:</p>	<p><u>UK Core-Composition and Communication II; 3 credits</u> <u>UK Core-Arts and Creativity; 3 credits</u> <u>UK Core-Natural, Physical and Mathematical Science; 3 credits</u> <u>ISC 161; 3 credits</u> <u>Foreign Language II/Linguistic course</u></p>
<p>YEAR 2 - FALL :</p>	<p><u>UK Core- Statistical Inferential Reasoning; 3 credits</u> <u>ISC 261 OR JOU 304; 3 credits</u> <u>UK Core-Golbal Dynamics; 3 credits</u> <u>UK Core-Community, Culture and Citizenship in the USA; 3 credits</u> <u>Foreign Language III (if you take Foreign Language in the first year)</u></p>	<p>YEAR 2 - SPRING:</p>	<p><u>ISC 543 (current)--ISC 311 (proposed); 3 credits</u> <u>ISC 321; 3 credits</u> <u>Course in minor; 3 credits</u> <u>Foreign Language IV (if you take Foreign Language in the first year); 3 credits</u> <u>Elective; 3 credits</u></p>
<p>YEAR 3 - FALL:</p>	<p><u>ISC first path course (331, 341, 351 or 361); 3 credits</u> <u>ISC/JOU/MAS 300+ course; 3 credits</u> <u>MKT 300; 3 credits</u> <u>Elective; 3 credits</u> <u>Course in minor; 3 credits</u></p>	<p>YEAR 3 - SPRING:</p>	<p><u>ISC second path course (431, 441, 451 or 4621); 3 credits</u> <u>ISC/JOU/MAS 300+ course; 3 credits</u> <u>PHI 332 OR 334; 3 credits</u> <u>Course in minor; 3 credits</u> <u>Elective; 3 credit</u></p>
<p>YEAR 4 - FALL:</p>	<p><u>ISC/JOU/MAS 300+ course; 3 credits</u> <u>Course in minor; 3 credits</u> <u>Course in minor; 3 credits</u> <u>Elective; 3 credits</u> <u>Elective; 3 credits</u></p>	<p>YEAR 4 - SPRING:</p>	<p><u>ISC 399; 3 credits</u> <u>ISC 491; 3 credits</u> <u>Course in minor; 3 credits</u> <u>Course in minor; 3 credits</u> <u>Elective; 3 credits</u></p>

**TEMPLATE FOR ADDITIONAL TRACKS, SEMESTER-BY-SEMESTER PROGRAM OF STUDY
PROPOSAL TO CHANGE UNDERGRADUATE DEGREE PROGRAM**

Track Name: B.S.			
YEAR 1 - FALL:	<u>UK Core-Composition and Communication I; 3 credits</u> <u>UK Core-Quantitative Foundation; 3 credits</u> <u>UK Core-Arts and Creativity Course; 3 credits</u> <u>UK Core-Humanities; 3 credits</u> <u>PSY 100; 4 credits (fillfill)</u> <u>UK Core-Social Science)</u>	YEAR 1 - SPRING:	<u>UK Core-Composition and Communication II; 3 credits</u> <u>UK Core-Natural, Physical and Mathematical Science; 3 credits</u> <u>UK Core-Community, Culture and Citizenship in the USA; 3 credits</u> <u>ISC 161; 3 credits</u>
YEAR 2 - FALL :	<u>UK Core- Statistical Inferential Reasoning; 3 credits</u> <u>ISC 261 OR JOU 304; 3 credits</u> <u>Elective in natural/physical/social science; 3 credits</u>	YEAR 2 - SPRING:	<u>ISC 543 (current)--ISC 311 (proposed); 3 credits</u> <u>ISC 321; 3 credits</u> <u>Course in minor; 3 credits</u> <u>Elective in natural/physical/social science; 3 credits</u> <u>MA/CS/STA course; 3 credits</u>
YEAR 3 - FALL:	<u>ISC first path course (331, 341, 351, or 361); 3 credits</u> <u>ISC/JOU/MAS 300+ course; 3 credits</u> <u>MKT 300; 3 credits</u> <u>Course in minor; 3 credits</u> <u>Elective in natural/physical/social science</u>	YEAR 3 - SPRING:	<u>ISC second path course (431, 441, 451, or 461)</u> <u>ISC/JOU/MAS 300+ course; 3 credits</u> <u>PHI 332 or 334; 3 credits</u> <u>Course in minor; 3 credits</u> <u>MA/CS/STA course; 3 credits</u>
YEAR 4 - FALL:	<u>ISC/JOU/MAS 300+ course; 3 credits</u> <u>Elective in natural/physical/social science; 3 credits</u> <u>MA/CS/STA course; 3 credits</u> <u>Course in minor; 3 credits</u> <u>Course in minor; 3 credits</u>	YEAR 4 - SPRING:	<u>ISC 399; 3 credits</u> <u>ISC 491; 3 credits</u> <u>Course in minor; 3 credits</u> <u>Electice in natural/physical/social science; 3 credits</u> <u>Elective; 3 credits</u>
Track Name: _____			
YEAR 1 - FALL:	_____	YEAR 1 - SPRING:	_____

TEMPLATE FOR ADDITIONAL TRACKS, *SEMESTER-BY-SEMESTER PROGRAM OF STUDY*
PROPOSAL TO CHANGE *UNDERGRADUATE DEGREE PROGRAM*

YEAR 2 - FALL :	_____	YEAR 2 - SPRING:	_____
YEAR 3 - FALL:	_____	YEAR 3 - SPRING:	_____
YEAR 4 - FALL:	_____	YEAR 4 - SPRING:	_____

Track Name: _____

YEAR 1 - FALL:	_____	YEAR 1 - SPRING:	_____
YEAR 2 - FALL :	_____	YEAR 2 - SPRING:	_____
YEAR 3 - FALL:	_____	YEAR 3 - SPRING:	_____
YEAR 4 - FALL:	_____	YEAR 4 - SPRING:	_____

From: "Mathews, Alice" <Alice.Mathews@uky.edu>
Date: Friday, February 23, 2018 at 2:16 PM
To: "Jeong, Hyun Ju" <hyunju.jeong@uky.edu>
Subject: RE: UK Sub Change

Hyun Ju,

Thank you for your emails regarding the proposed program change(s) to the **Bachelor of Arts/Science in Integrated Strategic Communication (09.0900)**.

My email will serve 2 purposes: 1.) Next steps for SACSCOC, and 2.) Verification and notification that you have contacted the Office of Strategic Planning and Institutional Effectiveness (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 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.

List of Proposed Change(s):

- Introduce ISC 311 as a required course in place of ISC 54³. This is intended to benefit students by putting emphasis on ethical, legal, and social issues as well we regulation in integrated strategic communication. 95

Should you have questions or concerns about UK's substantive change policy and its procedures, please do not hesitate contacting me.

Alice Mathews

Alice Mathews
Administrative Assistant
Office of Strategic Planning and Institutional Effectiveness
Patterson Office Tower, 551
859-218-3481

From: Jeong, Hyun Ju
Sent: Wednesday, February 21, 2018 2:50 PM
To: Office of Strategic Planning and Institutional Effectiveness <OSPIE@uky.edu>
Subject: UK Sub Change

Dear OSPIE:

Please find the attached for UK Substantive Change Checklist for the Department of ISC. Please let me know if I can provide more.

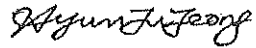
Thanks,
Hyun Ju

ISC Faculty Voting Report

March 1st, 2018

A total of ten ISC faculty (83.33%), out of twelve, anonymously participated in the vote and all ten faculty (100%) approved the program change to replace ISC 543 (3 credits) with ISC 311 (3 credits). The voting was conducted online from February 26th (Monday) to February 28th (Wednesday), 2018.

Hyun Ju Jeong



Assistant Professor
Director of Undergraduate Studies of ISC