October 10, 2017

To Whom It May Concern:

Please accept the attached documents to formally remove the requirement of PGY 412G from the undergraduate Exercise Science (BS) program (non-Teacher Education track). This request only involves removal of PGY 412G as a required course in the Program, it does not add additional courses, as previously approved courses will be used in place of this requirement. The Department of Physiology has been notified of this Program modification (see enclosure). Please contact me if you have any questions.

With kind regards,

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
University of Kentucky
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 (institutionaleffectiveness@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.

- [ ] Courses
- [ ] Program name
- [ ] Total required credit hours
- [ ] Student learning outcomes
- [ ] Criteria for admissions/progression/termination
- [ ] Certificate assessment
- [ ] Other

#### 1. General Information

1a Date of contact with Institutional Effectiveness (IE): 10/09/2017

- [x] Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.

1b College: Education

Department: Kinesiology and Health Promotion

1c CIP code: 13.1314

Today’s Date: 10/10/2017

1d Current major name: (Biology, Design, etc.)

Kinesiology-Exercise Science track (non-Teacher Ed)

Proposed major name:

1e Current Degree (BA, BFA, etc.):

BS BSEDU

Proposed degree:

1f Will there be any changes regarding a track(s) for the program?

Yes [X] No [ ]

1g Accrediting agency, if applicable: NA

1h Date of most recent periodic program review for this degree: Spring 2017

1i Requested effective date:

- [x] Fall semester following approval.

OR

- [ ] Specific Date: Fall 20

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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 (257-2873 or institutionaleffectiveness@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 http://www.uky.edu/faculty/senate and search for 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.
2. Overview of Changes

2a Describe the rationale for the changes, including results from the most recent program review if applicable.

The Department reviewed other benchmark institution's curricula and noted that very few required an upper division (i.e., 400 level) Human Physiology course for Exercise Science majors. Thus, although our faculty wanted to maintain a high level of rigor in the curriculum, it is difficult to justify its required inclusion. Instead, we propose maintaining PGY 412G as an elective for interested students.

2b Use the fields below, as applicable, to identify the areas in which changes will be made.

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Credit Hours of Premajor Courses:</td>
<td></td>
</tr>
<tr>
<td>ii. Credit Hours of Preprofessional Courses:</td>
<td></td>
</tr>
<tr>
<td>iii. Credit Hours of Major Core Course Requirements</td>
<td></td>
</tr>
<tr>
<td>iv. Minimum Credit Hours of Guided Electives:</td>
<td>6</td>
</tr>
<tr>
<td>v. Minimum Credit Hours of Free Electives:</td>
<td></td>
</tr>
<tr>
<td>vi. Credit Hours for Track 1 (name):</td>
<td></td>
</tr>
<tr>
<td>vii. Credit Hours for Track 2 (name):</td>
<td></td>
</tr>
<tr>
<td>viii. Credit Hours for Track 3 (name):</td>
<td></td>
</tr>
<tr>
<td>ix. Credit Hours for Track 4 (name):</td>
<td></td>
</tr>
<tr>
<td>x. Credit Hours for Track 5 (name):</td>
<td></td>
</tr>
<tr>
<td>xi. Credit Hours for Required Minor:</td>
<td></td>
</tr>
<tr>
<td>xii. Total Credit Hours Required by Level:</td>
<td></td>
</tr>
<tr>
<td>100-level:</td>
<td></td>
</tr>
<tr>
<td>200-level:</td>
<td></td>
</tr>
<tr>
<td>300-level:</td>
<td></td>
</tr>
<tr>
<td>400-level:</td>
<td></td>
</tr>
<tr>
<td>500-level:</td>
<td></td>
</tr>
<tr>
<td>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:</td>
<td>120</td>
</tr>
</tbody>
</table>

xv. If the total hours required for graduation have changed, explain below. (150 word limit)

NA

2c Will the requested change(s) result in the use of courses from another educational unit?  
Yes [ ] No [x]

If “Yes,” describe generally the courses and how they will used.

Previously approved elective courses will be used in place of PGY 412G.

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/director[^5] of each unit from which individual courses will be used.

[^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.
2d. Will the proposed change(s) affect an associated minor?  
Yes ☐ No ☒  
*Note:* If “Yes,” the department must also submit a change form to change the minor.

### 3. Course Sharing

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 be 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 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. 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.

<table>
<thead>
<tr>
<th>UK Core Area</th>
<th>Current Course</th>
<th>Current Credits</th>
<th>Proposed Course</th>
<th>Proposed Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Intellectual Inquiry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts and Creativity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural/Physical/Mathematical</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II. Composition and Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composition and Communication I</td>
<td>CIS/WRD 110</td>
<td>3</td>
<td>CIS/WRD 110</td>
<td>3</td>
</tr>
<tr>
<td>Composition and Communication II</td>
<td>CIS/WRD 111</td>
<td>3</td>
<td>CIS/WRD 111</td>
<td>3</td>
</tr>
<tr>
<td>III. Quantitative Reasoning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantitative Foundations</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Statistical Inferential Reasoning</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>IV. Citizenship (one course in each area)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community, Culture &amp; Citizenship in USA</td>
<td></td>
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<tr>
<td>Global Dynamics</td>
<td></td>
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</tr>
</tbody>
</table>

**Total UK Core Hours**

3b. Provide the Bulletin language about UK Core.

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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 is no department/school.
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.

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

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. ☐ Single course in home unit:</td>
<td>☐ Single course in home unit:</td>
</tr>
<tr>
<td>ii. ☐ Multiple courses in home unit.</td>
<td>☐ Multiple courses in home unit.</td>
</tr>
<tr>
<td>iii. ☐ Single course outside home unit.</td>
<td>☐ Single course outside home unit.</td>
</tr>
<tr>
<td>iv. ☐ Multiple courses outside home unit.</td>
<td>☐ Multiple courses outside home unit.</td>
</tr>
<tr>
<td>v. ☐ Course(s) inside &amp; outside home unit.</td>
<td>☐ Course(s) inside &amp; outside home unit.</td>
</tr>
</tbody>
</table>

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 ☐ No ☒

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Standard college requirement</td>
<td>☐ Standard college requirement</td>
</tr>
<tr>
<td>☐ Specific course</td>
<td>☐ Specific course</td>
</tr>
</tbody>
</table>

Prefix & Nmbr | Credit Hrs | Title | Prefix & Nmbr | Credit Hrs | Title | Course Status |
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Select one...</td>
<td>Select one...</td>
<td>Select one...</td>
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<td></td>
</tr>
</tbody>
</table>

5b Will the existing language in the Bulletin about college-level requirements change?

Yes ☐ No ☒

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 ☒

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
</table>

7 A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.

8 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”).
### 5d Provide the Bulletin language about pre-major or pre-professional courses below.

<table>
<thead>
<tr>
<th>Prefix &amp; Nmbr</th>
<th>Credit Hrs</th>
<th>Title</th>
<th>Prefix &amp; Nmbr</th>
<th>Credit Hrs</th>
<th>Title</th>
<th>Course Status(^9)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Select one...</td>
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<td>Select one...</td>
</tr>
</tbody>
</table>

### 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.)

<table>
<thead>
<tr>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix &amp; Nmbr</td>
</tr>
<tr>
<td>PGY 412G</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix &amp; Nmbr</td>
</tr>
<tr>
<td>***Remove class</td>
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<td></td>
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</tbody>
</table>

### 5f Provide the Bulletin language for major core course requirements.

Electives to total 120 credit hours from the following courses: ABT 360, BIO 148, BIO 152, BIO 153, BIO 155, BIO 208, BIO 209, BSC 331, CHE 111, CHE 113, CHE 230, CHE 231, CLA 131, CPH 201, CPH 365 (subtitle required: Society and Aging), CS 115, KHP 157, KHP 220, KHP 222, KHP 250, KHP 260, KHP 319, PHI 305, PHY 213, and SOC 350.

---

\(^9\) 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.
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.)

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix &amp; Nmbr</td>
<td>Credit Hrs</td>
</tr>
<tr>
<td>Select one....</td>
<td>Select one....</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Track Name: Exercise Science (non-Teacher Ed)</th>
<th>New Track</th>
<th>Changed Track</th>
<th>Deleted Track</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Track Name: Exercise Science (non-Teacher Ed)</th>
<th>New Track</th>
<th>Changed Track</th>
<th>Deleted Track</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix &amp; Nmbr</td>
<td>Credit Hrs</td>
</tr>
<tr>
<td>PGY 412G</td>
<td>4</td>
</tr>
</tbody>
</table>

5k. Provide the Bulletin language for the track.

Electives to total 120 credit hours from the following courses: ABT 360, BIO 148, BIO 152, BIO 153, BIO 155, BIO 208, BIO 209, BSC 331, CHE 111, CHE 113, CHE 230, CHE 231, CLA 131, CPH 201, CPH 365 (subtitle required: Society and Aging), CS 115, KHP 157, KHP 220, KHP 222, KHP 250, KHP 260, KHP 319, PHI 305, PHY 213, and SOC 350.

---

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

<sup>12</sup> 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.

<table>
<thead>
<tr>
<th>YEar 1 – FAll: (e.g. “BIO 103; 3 credits”)</th>
<th>See attachment</th>
<th>YEAr 1 – SPRING:</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEar 2 - FAll:</td>
<td></td>
<td>YEAr 2 – SPRING:</td>
</tr>
<tr>
<td>YEAr 3 - FAll:</td>
<td></td>
<td>YEAr 3 - SPRING:</td>
</tr>
<tr>
<td>YEAr 4 - FAll:</td>
<td></td>
<td>YEAr 4 - SPRING:</td>
</tr>
</tbody>
</table>

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.*

<table>
<thead>
<tr>
<th>Reviewing Group Name</th>
<th>Date Approved</th>
<th>Contact Person Name/Phone/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>7a (Within College)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coll. of Edu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kinesiology Department</td>
<td>1/26/2017</td>
<td>Ben Johnson/257-5826/ben.johnson@uky.edu</td>
</tr>
<tr>
<td>Coll. of Edu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C&amp;C Committee</td>
<td>10/27/2017</td>
<td>Jane Jensen/257-1929/jane.jensen@uky.edu</td>
</tr>
<tr>
<td>Coll. of Edu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean</td>
<td>11/15/17</td>
<td>Rosetta Sandidge/218-2887/rosetta.sandidge@uky.edu</td>
</tr>
</tbody>
</table>

| 7b (Collaborating and/or Affected Units)      |               |                                 |
|                                               |               |                                 |
|                                               |               |                                 |
|                                               |               |                                 |
|                                               |               |                                 |

<table>
<thead>
<tr>
<th>7c (Senate Academic Council)</th>
<th>Date Approved</th>
<th>Contact Person Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Colleges Council (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate Council</td>
<td>2/13/18</td>
<td>Joanie Ett-Mims</td>
</tr>
<tr>
<td>Fall Year 1</td>
<td>Spring Year 1</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>• CIS/WRD 110, 3 hours</td>
<td>• CIS/WRD 111, 3 hours</td>
<td></td>
</tr>
<tr>
<td>• CHE 104, 3 hours or CHE 105, 4 hours</td>
<td>• CHE 108, 3 hours</td>
<td></td>
</tr>
<tr>
<td>• MA 109, 3 hours</td>
<td>• BIO 103, 3 hours or BIO 148, 3 hours</td>
<td></td>
</tr>
<tr>
<td>• PSY 100 4 hours</td>
<td>• UK Core Quantitative Foundations, 3 or 4 hours</td>
<td></td>
</tr>
<tr>
<td>• UK Core Humanities, 3 hours</td>
<td>• UK Core Arts and Creativity, 3 hours</td>
<td></td>
</tr>
<tr>
<td>• KHP 120, 1 hour</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Year 2</th>
<th>Spring Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ANA 109, 4 hours or ANA 209, 3 hours</td>
<td>• ANA 110, 4 hours or PGY 206, 3 hours</td>
</tr>
<tr>
<td>• UK Core US Citizenship, 3 hours</td>
<td>• UK Core Global Dynamics, 3 hours</td>
</tr>
<tr>
<td>• PSY 223, 3 hours</td>
<td>• KHP 200, 3 hours</td>
</tr>
<tr>
<td>• STA 210, 3 hours</td>
<td>• KHP 240, 3 hours</td>
</tr>
<tr>
<td>• PHY 211, 5 hours</td>
<td>• KHP 230, 3 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Year 3</th>
<th>Spring Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>• KHP 445, 3 hours</td>
<td>• KHP 420G, 3 hours</td>
</tr>
<tr>
<td>• Exercise Science electives, 3 hours</td>
<td>• KHP 415, 4 hours</td>
</tr>
<tr>
<td>• KHP 350, 3 hours</td>
<td>• Elective, 3 hours</td>
</tr>
<tr>
<td>• DHN 101, 3 hours</td>
<td>• KHP 210, 2 hours</td>
</tr>
<tr>
<td>• KHP 300, 3 hours</td>
<td>• KHP 340, 2 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Year 4</th>
<th>Spring Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Exercise Science Electives, 4 hours</td>
<td>• KHP 450, 3 hours</td>
</tr>
<tr>
<td>• KHP 577, 3 hours</td>
<td>• KHP 573, 3 hours</td>
</tr>
<tr>
<td>• Exercise Science elective, 3 hours</td>
<td>• Elective, 3 hours</td>
</tr>
<tr>
<td>• Elective, 3 hours</td>
<td>• KHP 577, 3 hours</td>
</tr>
<tr>
<td>• KHP 190, 2 hours</td>
<td></td>
</tr>
</tbody>
</table>
Dear Dr. Abel,

Thank you for your email regarding the proposed program change(s) to Kinesiology-Exercise Science Track, BSEDU(13.1314).

My email will serve 2 purposes: 1.) Next steps for SACSCOC, and 2.) Verification and notification that you have contacted PIE—a Senate requirement for proposal approval.

1. **Next steps for SACSCOC:** None required
2. **Verification that PIE 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):**
- Remove PGY 412G (4 cr) and replace this with currently approved elective courses.

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

RaeAnne Pearson, PhD  
Office of Strategic Planning & Institutional Effectiveness  
University of Kentucky  
Phone: 859-218-4009  
Fax: 859-323-8688  
Visit the Institutional Effectiveness Website: [http://www.uky.edu/ie](http://www.uky.edu/ie)

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Dear Dr. Weber and RaeAnne Pearson,

I am following up a request to review the attached revisions to the Exercise Science UG curriculum. Please let me know how to proceed.

Thank you,

Mark Abel
Dear Dr. Weber,

Please find the attachments regarding a request to revise the Exercise Science (non-teacher ed track) undergraduate curriculum. I understand I need your approval before proceeding to Courses and Curricula.

Please let me know how I need to proceed.

Thank you,

Mark Abel

Mark Abel, Ph.D., CSCS*D, TSAC-F*D, USAW
Director, Exercise Physiology Laboratory
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
Substantive Change Checklist

Substantive change, according to the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC or SACS), is “a significant modification or expansion of the nature and scope of an accredited institution.” Substantive change is a federal concept, based in the regulations of the U.S. Department of Education, which regional accreditors are required to enforce.

The University is required to submit any substantive change to SACS for review, and in some cases approval, prior to implementation of such substantive change. As noted by SACS:

> “if an institution fails to follow the substantive change policy and procedures of the Commission on Colleges, it may lose its Title IV funding or be required by the U.S. Department of Education to reimburse it for money received by the institution for programs related to the unreported substantive change. In addition, the institution’s case may be referred to the Commission for the imposition of a sanction or for removal from membership.”

Checklist Instructions: To ensure substantive change compliance, individuals should complete the checklist on the following pages in the early stages of any proposal (e.g. new degree program, new certificate program, etc.) or curricular revision. Upon completion, the form must be submitted to the associate provost for institutional effectiveness or designee by e-mail to InstitutionalEffectiveness@uky.edu. A determination as to whether the proposed program or changes to the existing program constitutes a substantive change will be made within seven (7) business days of receipt and next steps will be communicated accordingly.

Questions concerning substantive change are to be directed to Dr. GT Lineberry, associate provost for faculty advancement and institutional effectiveness (gt.lineberry@uky.edu) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness (mia.alexander-snow@uky.edu).

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1 Adapted, with appreciation, from University of Virginia’s “Substantive Change Checklist.”
3 See 34 C.F.R. § 602.22.
University of Kentucky
Substantive Change Checklist

Instructions: Email completed form to: InstitutionalEffectiveness@uky.edu, Subject line: SACSCOC Sub Change Questions concerning substantive change are to be directed to Dr. GT Lineberry, associate provost for faculty advancement and institutional effectiveness (gt.lineberry@uky.edu) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness (mia.alexander-snow@uky.edu).

Name of Proposed Program/Action: B.S. in Education – Kinesiology (Non-teacher Certification Program in Exercise Science)

Total number of Credit hours for Degree Completion (if applicable): 120 credit hours

Total number of Credit Hours for Program Major (if applicable):

Sponsoring College: Education

College/Department Contact: Kinesiology and Health Promotion

Date: 3/1/2017

<table>
<thead>
<tr>
<th>SACSCOC Substantive Change Items</th>
<th>Yes</th>
<th>No</th>
<th>Don’t Know</th>
<th>Provide brief explanation (if necessary)</th>
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</thead>
<tbody>
<tr>
<td>The proposed program or existing program requires a number of new faculty.</td>
<td></td>
<td>X</td>
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<td>More than 25 percent of the required courses for the proposed or existing program are new.</td>
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<td>X</td>
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<tr>
<td>More than 50 percent of the required courses for the proposed or existing program are new.</td>
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<td>X</td>
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<tr>
<td>The proposed or existing program requires new library or other learning resources.</td>
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<tr>
<td>SACSCOC Substantive Change Items</td>
<td>Yes</td>
<td>No</td>
<td>Don’t Know</td>
<td>Provide brief explanation (if necessary)</td>
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<td>The proposed or existing program requires new equipment or facilities.</td>
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<td>The proposed or existing program requires a new resource base.</td>
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<tr>
<td>The proposed or existing program will initiate a branch campus.</td>
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<tr>
<td>The proposed or existing program will initiate a dual degree program with another institution.</td>
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<tr>
<td>The proposed or existing program will initiate a joint degree program with another institution.</td>
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<tr>
<td>The proposed or existing program will initiate a certificate program? (if yes, answer the following)</td>
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<tr>
<td>• Will the proposed certificate program utilize existing courses?</td>
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<td>• Will the proposed certificate program be offered at a new off-Grounds site?</td>
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<tr>
<td>• Does the proposed certificate program represent a significant departure from previously approved programs?</td>
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<tr>
<td>The proposed or existing program will be initiated at a new off-Grounds site? (if yes, answer the following)</td>
<td></td>
<td>X</td>
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<tr>
<td>• Will a student be able to earn 50 percent or more of program credits at the site?</td>
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<td>• Will a student be able to earn 25 to 49 percent of program credits at the site?</td>
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<tr>
<td>SACSCOC Substantive Change Items</td>
<td>Yes</td>
<td>No</td>
<td>Don’t Know</td>
<td>Provide brief explanation (if necessary)</td>
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<tr>
<td>• Will a student be able to earn 24 percent or less of program credits at the site?</td>
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<tr>
<td>The proposed or existing program will be at an existing off-Grounds site? (if yes, answer the following)</td>
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<tr>
<td>• Does the proposed program represent a significant departure from previously approved programs [at the existing site]?</td>
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<td>The proposed or existing program will be offered via distance education. (if yes, answer the following)</td>
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<td>• Will more than 50 percent of the program be offered via distance education?</td>
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<td>• Will 25-49 percent of the program be offered via distance education?</td>
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<tr>
<td>• Will less than 25 percent of the program be offered via distance education?</td>
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<tr>
<td>The proposed or existing program or courses will be initiated through contractual agreement or consortium.</td>
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<td>The proposed or existing program will relocate an existing off-Grounds site.</td>
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<td>The change to the existing program will significantly alter the length of the currently approved program.</td>
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<td>The proposed or existing program will initiate a degree completion program.</td>
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<tr>
<td>The proposed program will close an existing program.</td>
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</tbody>
</table>
Dear Dr. Abel,

Thank you for the formal notification.

Sincerely,

Ok-Kyong

Ok-Kyong Park-Sarge, Ph.D.
Department of Physiology
College of Medicine
University of Kentucky
okps@uky.edu
859-323-6067

Dear Drs. Daugherty and Park-Sarge,

I am contacting you as the Undergraduate Program Director for the Exercise Science Program (non-teacher education track) in the Department of Kinesiology and Health Promotion. Allow me to first state that my colleagues greatly appreciate your personal efforts and your's Department's effort in educating Exercise Science students through the years.

As you may be aware, UK's administration has recommended that KHP remove PGY412G as a requirement from this Program (it will remain an elective). The KHP Faculty have subsequently voted to approve the curriculum modification.

I kindly request that you provide an acknowledgement of the modification.

Thank you for your assistance.

Kind regards,

Mark Abel
Faculty Meeting Minutes

January 26, 2017

Present: Mark Abel, Aaron Beighle, Stephanie Bennett, Haley Bergstrom, Lance Bollinger, Marilyn Campbell, Megan Chawansky, Jody Clasey, Marc Cormier, Randy Crist, Jill Day, Steve Erena, Heather Erwin, Liz Fettrow-Whitney, Brad Fleenor, Mindy Ickes, Ben Johnson, Shelly Krajny, Rosie LaCoe, Marta Mack-Washington, Kristen Mark, Jenn McMullen, Justin Nichols, Melody Noland, Steve Parker, Rob Shapiro, Clelia, Smyth, & Lucian Taylor.

1. Discussion of faculty line transfer from EDSRC to KHP led by Jared Stallones – Guest facilitator - Minutes were not taken during this time

2. Approval of Minutes for October
   Minutes were approved from the October 27, 2016 meeting

3. Comments from Dr. Johnson
   New positions – A regular title series for an Assistant Professor in Sports Leadership has to be approved by the provost and the position will be advertised soon. The committee has already been set up, also. The special title will not be available in Sports Leadership, at this time. The lecturer line will still be available. The new line will assist with broadening and growth of the Sports Leadership program and the professor will begin in the fall 2017 semester. Biomechanics Assistant professor line has received 23 applicants from the advertisements. Two candidates will be interviewed by Zoom on January 31st. One candidate is from Mayo Clinic and the other one is from the Southwest Medical Clinic in Dallas.

4. Replacement of PGY 412G with KHP 547
   Dr. Abel stated that these options are still temporary options at this time. The swap of KHP 547 & PGY 412G is still optional. KHP 547 is a 3 credits and PGY 412G is 4 credits. KHP 547 can be an elective. Requirement is 10 credits from the list on the non-teacher certification program. Dr. Parker stated that the options are the best way for students to have more electives, if KHP 547 & PGY 412G are electives, if possible. On the Associate Dean side, more electives and 120 credit hours to graduate. The students can have a 10 hour block with the program change. Courses and Curriculum will have to approve. Clelia also stated that this way would help
students with classes and to not take other classes. Dr. Shapiro said that the 10 electives that can include KHP 547 and PGY 412G is temporary at this time.  

*An important note:* A motion was made and approved to remove KHP 412G as a requirement from the undergraduate Exercise Science track (non-teacher education) and replace it with currently approved elective courses.

5. **Approval of Summer Study Abroad**

   Dr. Mark will be going back to the Netherlands for the 4th year. She will be teaching Sex Education. Dr. Ickes will be going to Costa Rica with a focus on Health Promotion & Health Wellness. This study is housed under Western Kentucky University.

6. **Proposed new graduate course**

   Dr. Bergstrom wanted to change KHP 695 & KHP 782 to a maximum of 18 credits for students. The faculty will be in control for this change for students. The Advisor will be in control for masters students. The motion was made to approve this change and it was approved. 36 hrs. for Doctoral students with 6 core classes. Dr. Haley stated that this change would help students in the job market. The program faculty must discuss. The supervision of the students will be added to the DOE for the faculty. Dr. Abel also stated that the advisor will be held responsible for the student to achieve the credits. The committee will also be involved with the change for these students.

7. **Proposed replacement course for UK 101**

   Dr. Cormier presented the information for the replacement course for UK 101 to Intro to KHP for the LLC students. The change could assist students to find out the different options for KHP and it could even increase the number of students that are interested.

8. **COE Rules Committee**

   Dr. Noland stated that the discussion has been on whether lecturer can vote on certain topics.