

The SAASC convened on Thursday, February 7, 2019 to consider a proposal from the College of Agriculture, Food and Environment, Department of Dietetics and Human Nutrition to suspend admissions to the Nutrition and Food Science program that has major code NFSC-BSHE.

Attendance on February 7: Susan Effgen, Shawn Caudill, Azhar Swanson, Herman Farrell (Chair)

Procedure:

Susan Effgen acted as facilitator of the proposal.

Discussion:

As note in the proposal, the major has not been in use for many years and should have been suspended in 1993 or 1994. This is a "housekeeping task to remediate what appears to be a historical clerical error." Also, the UK Office of Planning and Institutional Effectiveness made a request to the program to suspend admissions in order to comply with reporting requirements to state and federal agencies.

Vote:

A motion was made and seconded that the SAASC approve the proposal for suspension of the certificate program.

There was no quorum but the members present (3 members and the chair voted 4 in favor, 0 opposed. The chair then sent an email to the absent members of the committee asking them to review the proposal and vote. 2 voted in favor, 0 opposed, 2 did not vote.

Total: 6 in favor, 0 opposed, 2 did not vote.

**SUSPEND ADMISSIONS TO AN EXISTING DEGREE PROGRAM/CERTIFICATE**

**Suspension less than one year.** The faculty of the college in which a degree program resides may opt to suspend admissions for up to one year without going through the University Senate, pursuant to the established college faculty rules document A college faculty may opt to have an issue concerning temporary suspension of admissions to an academic program forwarded to the Senate Council for Senate consideration. (see Senate Rules 3.4.2.A.6).

**Suspension greater than one year.** The decision to suspend admissions to a Senate-approved certificate or degree program for longer than a single year is a significant reduction, which must be approved by the Senate (see Senate Rules 3.4.2). If the faculty of record intend to reinstate the program or certificate within five years of Senate’s approval to suspend admissions, a representative for the program or certificate must immediately contact the Office of Strategic Planning and Institutional Effectiveness (OSPIE) to begin the process, which will include OSPIE notifying external agencies. After five years of suspension and in cases of program closure, the Council on Postsecondary Education (CPE) considers a program or certificate to be closed (no students will be admitted) and any attempt to reinstate it must go through the CPE’s process to approve a new academic program.

**Approval process.** Once approved at the college level, your college will send the proposal to suspend admissions to the appropriate Senate academic council (Health Care Colleges Council, Graduate Council, Undergraduate Council) for review and approval (see Senate Rules 3.4.3.B). Once approved at the academic council level, the academic council will send your proposal to the Senate Council office for additional review via a committee and then to the Senate for approval. (The contact person listed on the form will be informed when the proposal has been sent to committee and other times as appropriate.) Once approved by the Senate, the Senate Council office will notify appropriate entities, including the Registrar’s office and the Office of Strategic Planning and Institutional Effectiveness (OSPIE). OSPIE will suspend the program in the CPE program inventory and notify SACSCOC (UK’s accrediting body) of the suspension.

Please check ONE of the following options.		
<input checked="" type="checkbox"/> Proposal is to <b>suspend admissions</b> for the program/certificate.		
OR		
<input type="checkbox"/> Proposal is to <b>close</b> the program/certificate.		
<b>SECTION A – INFORMATION REQUIRED BY UNIVERSITY SENATE</b>		
<b>1. Basic Information: Program Background and Overview</b>		
1a	Date of contact with Office of Strategic Planning and Institutional Effectiveness (OSPIE) <sup>1</sup> : <input type="checkbox"/> Appended to the end of this form is a PDF of the reply from OSPIE.	6-21-18
1b	Home College: <i>College Of Agriculture, Food And Environment</i>	
1c	Home Educational Unit (school, department): <i>Dietetics and Human Nutrition</i>	
1d	Degree Designation (BA, MS, PhD, etc.): <i>NSFC-BSHE</i>	
1e	Major Name (Interior Design, Social Work, etc.): <i>Nutrition and Food Science</i>	
1f	CIP Code: <i>19.501</i>	
1g	Is there an accrediting agency related to this program?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

<sup>1</sup> You can reach OSPIE at [OSPIE@uky.edu](mailto:OSPIE@uky.edu).

**SUSPEND ADMISSIONS TO AN EXISTING DEGREE PROGRAM/CERTIFICATE**

	If "Yes," name:		
1h	Date of closure <sup>2</sup> :	<input checked="" type="checkbox"/> Fall semester following approval.	OR <input type="checkbox"/> Specific Date <sup>3</sup> : <i>Fall 20</i>
1i	Semester in which last student is anticipated being enrolled: 2003		
1j	Semester in which the last student will receive a degree: N/A		
1k	Date of most recent periodic program review for the home educational unit:	2012-2013	
1l	Contact person name: <i>Tricia Coakley</i>	Email: <i>tricia.coakley@uky.edu</i>	Phone: <i>7-7041</i>

**2. Overview**

2a	<p>What is the rationale for suspension of admissions? If an accrediting body recommended this suspension, note that and append that report to the end of this form.(450 word limit)</p> <p>We have been contacted by UK Office of Planning and Institutional Effectiveness with a request to officially suspend enrollment in the Nutrition and Food Science program that has major code NFSC-BSHE, not to be confused with the current HUNU-BSHN or DIET-BSD major codes. The rationale for this request is that the major, although not in use for many years, must be included in assessment and review processes and reported on to state and federal agencies as long as it is officially open for enrollment at UK. While researching the current and past enrollment and graduation statistics associated with NFSC-BSHE, we have discovered that the major code may be removed from the database as a housekeeping task to remediate what appears to be a historical clerical error, and therefore eliminate the assessment and review expectations.</p> <p>The NFSC-BSHE major should have been suspended along with the NFSR-BSHE major in 1993 or 1994, when these programs were replaced with a greater number of specializations including Dietetics, Restaurant and Hospitality Management, and Food Science. Although the NFSR-BSHE was successfully suspended, the NFSC-BSHE was apparently overlooked when recording these changes in the data systems used at the time, and remains open for enrollment today.</p> <p>We have no record of degrees awarded in the NFSC-BSHE major, and we believe that no degrees have been awarded since the mid 1990's. Since that time, however, students have been inaccurately admitted to the major and subsequently moved manually to the appropriate major upon registration. Therefore, student data prior to 2004 indicates small enrollment numbers in NFSC-BSHE even though the program did not actually have appropriately enrolled students. Those few students that were inappropriately enrolled were only enrolled for a brief period until they registered for courses. At that time, they were manually moved to the correct major code.</p> <p>The attached historical correspondence is provided for additional clarification. Note the December 1995 message from Mary Watts to Louise Gladstone on page six stating that Juanita Fleming suggested the college suspend the program due to zero enrollment. Also note the 5-6-1997 fax memo from Tonya Prince to Louise Gladstone stating that there was no remaining HE-NSFC program.</p> <p>The correction of this clerical error in SAP (suspension of the NFSC-BSHE major code) will not impact past, present, or future students because there are no students to associate with the major code in question. If there was such a student who began the major prior to 1994 and wished to return to complete their degree, they would be advised to enroll in the Agriculture Individualized Program to complete under a custom curriculum combining both prior credits and current offerings.</p>
----	---

<sup>2</sup> The date of closure is the first semester for which admissions will be suspended and no students will be admitted.

<sup>3</sup> Suspensions of admissions are typically made effective for the semester following approval.

**SUSPEND ADMISSIONS TO AN EXISTING DEGREE PROGRAM/CERTIFICATE**

2b	Is the degree for which admissions will be suspended a master's degree and is there an associated PhD program?				Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," should the master's degree now serve as an <i>en passant</i> option <sup>4</sup> for students who are unable to complete the associated PhD? (150 word limit)				Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If "Yes," describe the associated PhD and how the <i>en passant</i> master's degree will be administered.					
2c	Provide an explanation for the proposed suspension of admissions. (450 word limit)					
	<i>Please see 2a.</i>					
2d	Describe enrollment in the program below, for the last five years.					
	1 year ago:	2 years ago:	3 years ago:	4 years ago:	5 years ago:	
	Year: 2017	Year: 2016	Year: 2015	Year: 2014	Year: 2013	
	Enrollment: 0	Enrollment: 0	Enrollment: 0	Enrollment: 0	Enrollment: 0	
2e	Describe graduation rates in the program below, for the last five years.					
	1 year ago:	2 years ago:	3 years ago:	4 years ago:	5 years ago:	
	Year: 2017	Year: 2016	Year: 2015	Year: 2014	Year: 2013	
	Grad rate: 0	Grad rate: 0	Grad rate: 0	Grad rate: 0	Grad rate:0	
2f	Will another degree replace the program being suspended (i.e. a new program or a changed program)?				Yes <sup>5</sup> <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," explain below. (300 word limit)					
2g	What will happen with the existing courses that comprised the program <sup>6</sup> ? (300 word limit)					
	<i>N/A</i>					
2h	Check the appropriate box below and explain. (150 word limit)					
	<input type="checkbox"/> Suspension greater than one year but less than five years.			<input checked="" type="checkbox"/> Suspension in perpetuity.		

<sup>4</sup> If a degree is offered *en passant*, there are no direct admissions into the program and it exists solely as an option for students who are unable to complete the associated PhD.

<sup>5</sup> Mention of the replacement degree here does not create/change it. The appropriate new/change forms must also be submitted.

<sup>6</sup> If the courses are no longer needed, the home educational unit will need to officially drop the courses.

**SUSPEND ADMISSIONS TO AN EXISTING DEGREE PROGRAM/CERTIFICATE**

<b>3. Teach Out Plan</b>			
3a	How will affected parties (students, faculty, and staff) be informed of the impending closure?		
	N/A		
3b	Explain how all affected students will be helped to complete their program of study with minimal disruption.		
	N/A		
3c	Will students incur additional charges/expenses as a result of the teach-out plan?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," how will students be notified?		
3d	Does suspension of admissions involve teach-out agreements with other institutions?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," append to the end of this form the copies of signed agreements with other institutions.		
3e	How will faculty be redeployed or helped to find new employment?		
	N/A		

**SUSPEND ADMISSIONS TO AN EXISTING DEGREE PROGRAM/CERTIFICATE**

**4. Approvals/Reviews**

	<b>Reviewing Group Name</b>	<b>Date Approved</b>	<b>Contact Person Name/Phone/Email</b>
4a	(Within College)		
	<i>Dietetics and Human Nutrition Faculty</i>	<i>8/15/2018</i>	<i>Janet Mullins / 257-3800 / janet.mullins@uky.edu</i>
	<i>College of Agriculture, Food and Environment, Undergraduate Curriculum Committee</i>	<i>9/7/18</i>	<i>Larry J. Grabau / 257-3468 / lgrabau@uky.edu</i>
			/ /
			/ /
3b	(Collaborating and/or Affected Units)		
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
3c	(Senate Academic Council)	<b>Date Approved</b>	<b>Contact Person Name</b>
	Health Care Colleges Council		
	Graduate Council		
	Undergraduate Council		

# INSTITUTIONAL TEACH-OUT PLAN



The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires accredited institutions to submit a teach-out plan prior to closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students.

In adherence to this policy, this form should be completed for all program suspensions and site closures and submitted to the Office of Strategic Planning and Institutional Effectiveness (OSPIE) in order to submit a notification to SACSCOC.

Please indicate the intended action     Program suspension/closure     Closure of off-campus site

Contact Person:	Tricia Coakley	E-mail Address:	tricia.coakley@uky.edu
Telephone Number:	859-257-7041	Fax Number:	
Location of off-campus site or program:	<input checked="" type="checkbox"/> Main Campus <input type="checkbox"/> off-campus (indicate address below)		
Address:	University of Kentucky College of Agriculture, Food and Environment, L-104 Ag North		
City:	Lexington	State:	KY
		Zip Code:	40546-0091

Indicate the program(s) impacted by the closure or suspension (Major and degree type)

NSFC-BSHE, CIP 19.501

Date of Closure: Fall 2019

(date when new students will no longer be admitted)

Explain how affected parties (students, faculty, staff) will be informed of the impending closure

We have been contacted by UK Office of Planning and Institutional Effectiveness with a request to officially suspend enrollment in the Nutrition and Food Science program that has major code NFSC-BSHE, not to be confused with the current HUNU-BSHN or DIET-BSD major codes. The rationale for this request is that the major, although not in use for many years, must be included in assessment and review processes and reported on to state and federal agencies as long as it is officially open for enrollment at UK. While researching the current and past enrollment and graduation statistics associated with NFSC-BSHE, we have discovered that the major code may be removed from the database as a housekeeping task to remediate what appears to be a historical clerical error, and therefore eliminate the assessment and review expectations.

The NFSC-BSHE major should have been suspended along with the NFSR-BSHE major in 1993 or 1994, when these programs were replaced with a greater number of specializations including Dietetics, Restaurant and Hospitality Management, and Food Science. Although the NFSR-BSHE was successfully suspended, the NFSC-BSHE was apparently overlooked when recording these changes in the data systems used at the time, and remains open for enrollment today.

We have no record of degrees awarded in the NFSC-BSHE major, and we believe that no degrees have been awarded since the mid 1990's. Since that time, however, students have been inaccurately admitted to the major and subsequently moved manually to the appropriate major upon registration. Therefore, student data prior to 2004 indicates small enrollment numbers in NFSC-BSHE even though the program did not actually have appropriately enrolled students. Those few students that were inappropriately enrolled were only enrolled for a brief period until they registered for courses. At that time, they

were manually moved to the correct major code.  
The attached historical correspondence is provided for additional clarification. Note the December 1995 message from Mary Watts to Louise Gladstone on page six stating that Juanita Fleming suggested the college suspend the program due to zero enrollment. Also note the 5-6-1997 fax memo from Tonya Prince to Louise Gladstone stating that there was no remaining HE-NSFC program.

Explain how all affected students will be helped to complete their programs of study with minimal disruption

The correction of this clerical error in SAP (suspension of the NFSC-BSHE major code) will not impact past, present, or future students because there are no students to associate with the major code in question. If there was such a student who began the major prior to 1994 and wished to return to complete their degree, they would be advised to enroll in the Agriculture Individualized Program to complete under a custom curriculum combining both prior credits and current offerings.

Indicate whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified

There are no additional charges.

How will faculty and staff be redeployed or helped to find new employment?

N/A. Faculty will not be impacted.





Department of Dietetics and Human Nutrition  
203 Funkhouser Building  
Lexington, KY 40506-0054  
859 257-3800  
*fax* 859 257-3707  
[www.uky.edu](http://www.uky.edu)

Office of the Provost  
Strategic Planning & Institutional Effectiveness  
University of Kentucky  
355 Patterson Office Tower  
Lexington, KY 40506

To the Office of the Provost,

In a faculty meeting on August 15, 2018, suspension of admissions to the Nutrition and Food Science Bachelor of Science in Home Economics was approved by a unanimous vote of 15. The DHN faculty fully support this action to clarify in university data management systems what has been done in practice since the mid-1990s when this old major code was eliminated.

Thank you for your attention and assistance with this matter.

Sincerely,

A handwritten signature in blue ink that reads "Janet T. Mullins". The signature is written in a cursive, flowing style.

Janet Mullins, PhD, RDN  
Professor and Chair  
Department of Dietetics and Human Nutrition  
[janet.mullins@uky.edu](mailto:janet.mullins@uky.edu)

**Corrected** Undergraduate Curriculum Committee (UCC) Meeting Minutes, September 7, 2018.  
Recorded by Larry J. Grabau.

Members present: Brown, Dvorak, Dwyer, Geneve, Haynes, Hirsch, Lee, Ragain, Stephenson, Urschel, Vincent, and Grabau (non-voting)

Guests present: Aaron, Dunn, Gladstone, Schieffer.

Agenda items:

i) Introductions

ii) Announcements:

a) Some off-cycle DUS's asked since our last meeting for conversations about AEEs/college curricular questions to occur at the outset of UCC meetings. Grabau's response to them was that we cannot know how long program-level discussions of courses and curricula will take in any given UCC meeting, and so he feels that those items need to be discussed at the beginning of each successive agenda. We will try to provide clear notice of agendas and well-described minutes for off-cycle DUS's to aid in their decision-making on UCC meeting attendance.

b) Note that our next meeting will be in N24B1 Ag Information Center of the Ag Science Center. Sorry that we cannot meet in the same location each week.

iii) Curricular Items

a) DHN triad:

1) Suspension of NFS BS in Home Economics. Stephenson explained that this program has not had students in more than 20 years; however, the University keeps asking for program assessments. The only way to formally close this program is by submitting the digital forms we are processing today. Lee moves to approve; Dwyer seconds. Gladstone and Stephenson discuss Gladstone's correction in the forms (two places where the current HUNU-SFHN degree is referred to as FSNF-BSHN). Both will be corrected. Motion carried by an 11-0 vote.

2) Three minor course changes (DHN 301, 311, and 514). Stephenson led this discussion, indicating that each change related to a clarification of prerequisites. Lee suggested that the rationale for DHN 301 may incorrectly imply that HUNU students could enroll in this course; he also suggested that a support letter from FSC for the changed prerequisite for **DHN 514**<sup>1</sup> might be required. Lee moved to approve; Brown seconded; motion carried by an 11-0 vote.

3) Stephenson introduced the third DHN item—a name change to the HUNU major and degree (to Health and Human Nutrition). She noted that there would be no change in course requirements; however this new name would better reflect student outcomes and hopefully assist in their marketing efforts with prospective students. Geneve asked if any other programs might be concerned about this change; Stephenson indicated that Human Health Sciences from the College of Health Sciences might raise questions. Other UCC members asked about other program name configurations; Stephenson indicated that the DHN faculty had thoroughly hashed out the possibilities and believed that this was their best option. Lee moved to approve; Dwyer seconded; and the motion carried by an 11-0 vote.

b) Ongoing discussion of CAFE curriculum changes. Grabau shared a spreadsheet as a potential instrument to solicit program-level input; the UCC discussed the items in four categories (college-level requirements; agriculture individualized expectations; bulletin formatting issues; and enhancing quality and impact of the signature CAFE program—academic enrichment experiences). A rich and positive discussion ensued (full details of the conversation were not recorded). The outcomes were as follows: i) a modified version of the spreadsheet will be share

---

<sup>1</sup> Actually, the point of reference here should be to DHN 311 (Nutritional Biochemistry), not to DHN 514! My bad.

with DUSs (along with these minutes), and ii) the originally approved, CAFE-level AEE language will also be provided.