

MEMORANDUM

TO: Deans, University Senate Leadership, other Chief Administrative Officers

FROM: G. T. Lineberry
Associate Provost for Faculty Advancement & Institutional Effectiveness

RE: Action Required, SACSCOC and CPE Updates

DATE: November 4, 2015

I wish to call your attention to the following: (1) Biannual Notification and (2) CPE New Program Notification Update.

Biannual Notification: According to UK's Institutional Substantive Change Policy, AR 1:5<<http://www.uky.edu/regs/files/ar/ar1-5.pdf>>, the SACSCOC liaison shall request notification of substantive changes from the University leadership in planning for the next 12-month period. Attached is the Biannual Notification Excel document that needs to be updated by December 1st, so that we may provide SACSCOC with the appropriate notification and documentation.

In this regard, I ask that you assist by forwarding this request and the attached Biannual Notification document<
http://www.uky.edu/ie/sites/www.uky.edu.ie/files/uploads/Copy%20of%202015%20Biannual%20College%20Notification_Final2.xlsx> to the appropriate individuals as indicated below:

1. Deans should forward to their associate/assistant deans, department chairs or directors, and faculty involved in academic degree program planning and changes.
2. Chairs of University Senate Councils (Undergraduate, Graduate, and Health Care) should forward to Council members.
3. University Senate Council Chair should forward to the Senate Council and/or Senate members, as deemed appropriate.
4. Central chief administrative officers should use their discretion in notifying additional individuals, after reviewing all the academic and administrative substantive change possibilities.

CPE New Program Notification Update: This is follow-up to my email of May 7, 2015, regarding CPE New Degree Program Notification protocols defined by the Officers of public universities (CPE CAO) to allow them to share knowledge about new degree programs being developed on each campus. The state chief academic officers have agreed to submit new programs at an early stage of development for inclusion on two CAO meeting agendas. In response to this new procedure, the Office of Institutional Effectiveness collaborated with the Senate Council Chairs (e.g., Graduate, Undergraduate, and Health Care colleges and Professional Programs) in developing a communication procedure for internal notification/updates regarding UK proposed programs that are in an early stage of development and are considered to have serious potential (not just "ideas for programs").

At this time, we have a defined plan, which is being vetted by me, and Ben Withers, Associate Provost of Undergraduate Education. The draft procedure outlined below is a two-part process, involving all appropriate parties (chair/director, dean, Provost, Senate). We believe that such a procedure supports the most efficient and effective means for supporting both institutional and state needs.

Procedure 1: Would be completed as a part of the Biannual Notification

1. Educational unit head reports all proposed degree programs via the Biannual Notifications Update
2. Dean or designee sends the updated Biannual Notification to the Office of Planning and Institutional Effectiveness
3. Office of Planning and Institutional Effectiveness will communicate the new degree and certificate programs identified via the Biannual Notification to the following persons and councils (it will be the responsibility of the councils to share at their meetings and alert the appropriate parties of potential issues with the proposed program):
 - Provost
 - Undergraduate, Graduate, and HCCC councils: An email communication will be sent from the appropriate council chair to Provost confirming that the proposed programs have been appropriately vetted and whether or not the council supports the proposed programs.
 - Associate Provost for OFA&IE will consult with Provost and appropriate Provost Office staff about proposed programs;
 - if Provost supports proposed programs, appropriate communications will be sent to:
 1. CPE for addition to CPE CAO agenda
 2. Office of Planning and Institutional Effectiveness
 3. Appropriate senate council
 - if Provost does not support proposed programs, appropriate communications will be sent to:
 1. Office of Planning and Institutional Effectiveness
 2. Appropriate senate council
 3. Educational unit(s) proposing the program(s)

Procedure 2: Would be completed after the Biannual Notification Call deadline has passed

1. Educational unit head meets with Dean for approval
2. Dean meets with Provost for review and approval of proposed program(s)
3. The Provost will consult with Provost Office staff in appropriate areas (Undergraduate Education, Graduate School, etc.)
 - if Provost supports proposed programs, appropriate communications will be sent to:
 1. CPE for addition to CPE CAO agenda
 2. Office of Planning and Institutional Effectiveness
 3. Appropriate senate council
 - if Provost does not support proposed programs, appropriate communications will be sent to:
 1. Office of Planning and Institutional Effectiveness
 2. Appropriate Senate Council
 3. Educational unit(s) proposing the program(s)

Thank you for your support in implementing these strategies. Should you have questions, contact Dr. Mia Alexander-Snow, mia.alexander-snow@uky.edu<mailto:mia.alexander-snow@uky.edu>, 257-2873.