

May, 2012

Dear Colleagues:

The purpose of this email is to alert you to: (1) SACSCOC changes in the Substantive Change policy, (2) the UK AR 1:5 and (3) remind appropriate individuals about actions to take regarding potential Substantive Changes within your units.

BACKGROUND/REVISIONS:

In February 2012, SACSCOC President Wheelan notified us about revisions to the Substantive Change policy. Briefly the following are noteworthy changes:

- SACSCOC Board now requires institutions to have a policy and procedure for timely reporting of substantive change actions
- Added a Glossary of Terms (including defining 'substantive change')
- Included all substantive changes in a table
- Added a new Procedure 3: Closing a Program, Instructional Site, Branch Campus or Institution.
- Clarified reporting of certificate programs and distance learning changes
- Added a new requirement for reporting of the formula used to calculate changes from clock hours to credit hours (US Department of Education created a formula)
- Approvals for new sites are for a maximum of 5 years, after which they must be reviewed again (during the fifth-year or decennial review)

In response to these revisions, the attached training PowerPoint presentation has been updated to align with these changes. In addition, the University Regulation Review Committee has revised AR 1:5 and the next step is receiving final approval by President Capilouto. Our institutional policy (AR 1:5) requires that you receive notification about this twice a year. Please note that compliance with the University of Kentucky substantive change policy (AR 1:5) is a requirement for reaffirmation of SACS accreditation.

The PowerPoint presentation assists in determining potential substantive change categories and subsequent steps. Please put it in the "slide show" format to review; this is necessary to ensure that the links to supporting documents are activated. (Also at this time, any links to AR 1:5 in the PPT, will link to the 'current' version, after approval by President Capilouto, the new version will be linked). FYI, you'll receive a campus-wide email when this approval is complete.

NEXT STEPS:

Please forward the following-- this email, request below, attached draft AR 1:5 policy (track-changes version and non-track version), and PowerPoint training presentation 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 (e.g., curriculum committee members).

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.

REQUEST/ACTION:

Each individual notified should review the training presentation in slide show format, study the matrix of recommendation and approval authority in AR 1:5, and then do the following:

- Those responsible for academic substantive change should report any planned change in the next 12 months to Associate Provost Jeannine Blackwell no later than Friday, June 22, 2012. All academic substantive change must be recognized as such in appropriate documents and must have recommendations and approvals as provided for in AR 1:5.
- Those responsible for administrative substantive change should report any planned change in the next 12 months to Vice President Heidi M. Anderson no later than Friday, June 22, 2012. All administrative substantive change must be recognized as such in appropriate documents and must have recommendations and approvals as provided for in AR 1:5.

If you have questions or need additional information, please let me know. Thank you for your time and support.

Sincerely,

Heidi

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