





# Graduate Certificate - College, Career, and Civic Life - CHANGE


## Change Graduate/Undergraduate CERTIFICATE

### General Catalog Information


## \*\*The Senate Council Office Suggests You Read This Before Starting the Proposal\*\*

Assume all instructions and questions include “please.”

Turn on help text by clicking , near the icon of a printer and the double ended arrow above this text.    (The help icon next to the login area in the far-right upper corner of the page provides a key for commonly used Curriculog icons, not help for forms.)

Click the  in the top left corner to import existing University data from regarding the program. **THIS STEP IS REQUIRED FOR PROGRAM CHANGE PROPOSALS. Do not change data that was imported from SAP.**


Make entries in all required fields, which are denoted with an asterisk (\*). If an item is not applicable, enter "N/A." **Do not change data that was imported from SAP.**

At this time, launch (similar to "save") the proposal by clicking  in the top left corner, which will *return* the proposal to the originator’s inbox under the “My Tasks” tab, allowing further edits.


Navigate to the “My Tasks” tab, select the proposal to continue working on, and click the icon that will let you “Edit Proposal” .

At this time, additional changes can be made to the proposal proposal, including to the imported text. (If at any time the proposer wants to save and return to it later, scroll to the bottom of the form and click “Save All Changes.”)

Upload required attachments.

Once all necessary entries and changes have been made, navigate to  under the Proposal Toolbox, select “Approve,” and click “Make My Decision.” **Once the decision has been made at this step, the proposal will move out of the “My Tasks” area to the next step in the approval process, likely to the departmental step.**

# Required Uploads

Via the “Files” button , upload the documents listed below, which are required for all proposals to change a certificate. **ONLY SENATE- AND OSPIE-PROVIDED FILES ARE TO BE USED FOR UPLOAD CATEGORIES 1 and 3, BELOW.** Proposers who submit information in other formats (i.e. curriculum not in the Curriculum Workbook or submitting a narrative description of the faculty of record instead of using the form) for these two categories will be asked to resubmit the information in the formats provided <HERE>.

## Upload #1 (Curriculum)

The link below takes you to a page with resources for every type of program proposal. Navigate to the type of program proposal you are proposing and click on “How do I create and submit a proposal for a new degree program?” Select the specific curriculum workbook for the proposal you need.

Do not convert the Curriculum Workbook into a PDF but rather upload the Excel workbook as an “xlsx” file.

### Access to resources, including Curriculum Workbooks

## Upload #2 (Letters)

Convert individual files to PDF format, combine them, and upload a single PDF.

### **Emails/letters/minutes Documenting Approval for Borrowed Courses (if relevant)**

- Correspondence regarding borrowed courses must include specific course prefix(es) and number(s).

### **Letters of Support from Affected Departments (if relevant)**

### **Letters of Support from Additional Units (if relevant)**

## Upload #3 (OSPIE files)

Convert the file to PDF format and upload a single PDF.

### **Revised curriculum map (if relevant)**

## Upload #4 (Other)

Not all proposals will include the items listed below and there may be additional documents you would like to upload with your proposal. Include in “Upload #4 (Other)” the documents that do not fit into one of the three categories above.

Convert individual files to PDF format, combine them, and upload a single PDF.

**Student Surveys (if relevant)**  
**Benchmark Data (if relevant)**  
**Job Market Surveys (if relevant)**

Action\* CHANGE

Proposal Type\* Graduate Certificate

Is this program clinical? Also select "Yes" if the program is not clinical but you wish for the program to be reviewed by the HCCC.\*  
 Yes  No

## 1. General Information

### Summary of Changes

- 1a. Check all that apply.\*
- Required Courses
  - Elective Courses
  - Student Learning Outcomes
  - Certificate Name
  - Criteria for admissions/progression/termination
  - Other

1b. College\* College of Education (8G000)

1c. Home Educational Unit (department, school, college)\* Education Curriculum & Instr (8G020)

1d. CIP code:\* 13.1318

1f. Current certificate name:\* College, Career, and Civic Life

1g. Proposed certificate name:\* None

1h. Requested effective date:\*  Fall semester following approval, OR  
 Specific fall semester (if selected, provide the year of the fall semester below)

Specific year's fall semester:

1i. Contact person name:\* Kathy Swan

1k. Email:\* kswan@uky.edu

## 2. Overview of Changes

2a. Provide a rationale and brief description of the changes and, if applicable, include the date and results of the most recent external or periodic program review.\*

We would like to close down the College, Career, and Civic Life Teaching and Learning graduate certificate. We do not have the graduate enrollment that would be needed to run the certificate courses with any regularity. We have lost two senior faculty members and their lines have not been replaced making it difficult to manage the program.

2b. Will the requested change(s) result in the use of courses from another educational unit? \*  Yes  No

If "Yes," list the courses and identify the other units that have approved the inclusion of their courses.\* n/a

## 3. Delivery Mode and Other

For questions about alternative delivery, please email [UK Distance Learning office](#).

3a. Will any portion of the proposed program's core courses be offered online?\*

Yes  No

If "Yes," indicate the percentage of core courses that will be offered via online learning (check one).\*

1% - 24%

25% - 49%

50% - 74%

75 - 99%

100%

N/A

If "100%" is chosen, please note that a program delivered 100% via distance learning is required to:

1. deliver all instruction in all program courses where students and instructors are not in the same place (i.e. interactions between students and instructors, and among students); and 2. provide required support services (e.g., student advising) remotely to all enrolled students. (Instruction may be synchronous or asynchronous.)

***Please note that for the purpose of assessing tuition, a course that requires any face-to-face interaction is not currently considered by the Provost's Office to be a 100% online course.  
[September 2019]***

3b. If the program will be delivered 100% via distance learning, provide the date of the vote by the unit faculty (undergraduate programs) or vote of by the graduate faculty (graduate programs) affirming that the proposed new program meets the two requirements described above.\*

n/a

3c. If any percentage of the program will be offered via the alternative learning formats below, check all that apply and respond to question 3d.\*

- Distance learning. (A formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous and may be fully online or hybrid.)
- Hybrid. (Courses that combine various modes of interaction, such as face-to-face, videoconferencing, audio-conferencing, mail, telephone, fax, email, interactive television, or World Wide Web.)
- Technology-enhanced instruction. (A course that uses technology such as computers, mobile devices, internet access, interactive white boards, apps, or other tools to enhance classroom instruction.)
- Evening/weekend/early morning classes.
- Accelerated courses. (A course that takes the content from a traditional course and compresses it into a shorter time frame.)
- Instruction at nontraditional locations, such as employer worksite.
- Courses with multiple entry, exit, and reentry points.
- N/A

3d. Please describe planned alternative methods of program delivery involving greater use of technology and distance learning, which will be utilized to increase efficiency, better address student educational and workforce needs, and maximize student success, for both traditional and non-traditional students.\*

n/a

3e. Are there any changes to the certificate not already described here or in the Curriculum Workbook?\*

We would like to close down the certificate.

**Do Not Use**

Do Not Use\*

**Do Not Use**

**Department Meeting**  
**March 5, 2021**  
**9:30am-11:30am**  
**via Zoom:**

We acknowledge that we meet on lands belonging to people whose Anglicized names are the Eastern Cherokee, the Osage, the Shawnee, and the Yuchi. We recognize that these nations remain in relationship with these lands and we are grateful for their wise stewardship through many generations whose benefits we now enjoy.

**I. Roll Call**

- |                        |        |        |
|------------------------|--------|--------|
| a. Quorum present      | Y__x__ | N_____ |
| b. Recording Secretary | Y__x__ | N_____ |
| c. Chair present       | Y__x__ | N_____ |

**II. Approval of Agenda M/S/P**

**III. Approval of Minutes M/S/P**

**IV. Recognition & Appreciation**

**Cheryl Matias** – promoted her new book cover now on Amazon

**V. Old Business**

- A. EDC Mission Statement (Stallones) – rewritten and **M/S/P** new version

EDC Doctoral Program – Participants discussed the C&I strands in the interdisciplinary Ph.D. The matter was referred to the graduate faculty. EDC will need faculty to add programs.

- B. Other – New College name- Dr. Maske gave update

**VI. New Business**

- A. Center for Professional Development (Stallones) – a college-wide center. Contact Dr. Margaret Schroeder to participate.
- B. Proposal to Increase TA/GA/RA Pay (Stallones) – Faculty Council endorsed pay to 15K



- C. COE Budget/DOE update (Stallones) –
- D. FCPS Summer Ignite (Stallones) – Offer professional development when FCPC open schools during summer. This issue requires further information and discussion.
- E. Closing the College, Career, and Civic Life Teaching and Learning Graduate Certificate (Crowley) – C3 certificate to be offered no longer. **M/S/P**
- F. **Other** – Joni Meade explained *Dance Blue* fundraiser for William Wells Brown School -a mini-marathon on March 25-26. Sponsor students. More information for participation will be emailed.

## VII. Program, Committee, and Office Reports/Announcements

- A. University Senate (via email)  
<http://www.uky.edu/universitysenate/meetings>
- B. Faculty Council (via email)  
<https://luky.sharepoint.com/sites/coe/Shared%20Documents/Forms/AllItems.aspx?viewid=0d3bb772%2Da7d5%2D4c43%2Db6b3%2D6b7876a71cc2&id=%2Fsites%2Fcoe%2FShared%20Documents%2FFaculty%20Council%2F2019>
- C. Courses and Curriculum News (via email)  
<https://luky.sharepoint.com/sites/coe/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fcoe%2FShared%20Documents%2FCommittees%2FCourses%20and%20Curricula%20Committee>
- D. Graduate Studies Office (via email)
- E. Department Office (via email)
  - a. Submit syllabi to Kriss Johnson each semester.
- F. Other

## VIII. Adjourn

### Reminders:

Resumption of research reminder

Update Digital Measures

### Handouts:

February Meeting Minutes (via email)

Comments on Mission/Vision Statements Updates (via email)

Doctoral Program Documents (via email)

### Upcoming EDC Meetings:

4/2/21

5/7/21