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**COUNCIL ON ACADEMIC AFFAIRS**  
**November 19, 2015, Meeting Minutes**  
**1:30 p.m.**  
**Martin Room, Coates Building**

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Members Present: Nancye Davis, Tina Davis, Laurence Hayes, Lynnette Noblitt, Shirley O'Brien, Rose Perrine, Sherry Robinson, Karin Sehmman, Benton Shirey, Judy Short, Janna Vice, Andrew Hainley

Members Absent: Laurie Carter, Donna Corley, Ed Davis, Vic Kappeler, Brett Morris, Minh Nguyen, Gene Palka, Jerry Pogatshnik, Sheila Pressley, Kelly Smith

Non-Members Present: Tony Blose, Cassie Bradley, Faye Deters, Anna Dixon, Rita Downing, Ginni Fair, Gill Hunter (for Donna Corley), Barbara Kent, Victoria Koger (for Kelly Smith), Karen Maloley, Abby Poffenberger, Tim Ross (for Ed Davis), Matthew Sabin, Sandra Stevens, Candace Tate, Rachel Williams

The Provost called the meeting to order at 1:33 p.m.  
Approval of the Minutes from October 15, 2015: **Approved**

***CAA Submission Process Discussion***

Multiple proposals were withdrawn from the CAA agenda this month. These items are noted in the minutes with red text and strikethroughs. Additional notations indicate information that is needed when the proposals are resubmitted for the February 2016 CAA meeting. The February submission date will give programs time to adjust to the new CAA guidelines and to provide Curriculum Maps and updated 4-Year Curriculum Guides. The postponed resubmission also gives time for the Deans to review the budget implications for proposals of new minors, concentrations and certificates.

In January 2016, the Office of the Provost will meet with each College's leadership team and will review CAA submission guidelines. That meeting will give an opportunity to clarify details of the February CAA meeting and the new CAA procedures. Going forward, before new Minors/Concentrations/Certificates are considered by CAA, they will be reviewed in the same manner as New Program proposals. Their budgetary needs can be comparable to starting a new program in some aspects.

New Course proposals should also include documentation which indicates how the courses would fit into the overall Student Learning Outcomes of the programs for which they are being created. This documentation should be provided in the form of a Curriculum Map and Student Learning Outcome Chart. An example of thorough documentation for a new course is included with the EHS 300W proposal approved in the November CAA meeting. Colleges do not have to use the precise form used in this example, however, the EHS 300W documents provide a good starting point for submitting the necessary materials. Course syllabi should also be included with each new course proposal.

***Curriculum Action Items***

**College of Education**  
**Curriculum & Instruction**

Effective Term:

**Course Revisions**

**Approved**

EMS 868 Instructional Techniques and Materials for Students with Reading Difficulties  
Prerequisite course numeric change from ESE 774 to ESE 884.

**FALL 2016**

**Approved**

EMS 875 Diagnostic Assessment of Students with Reading Difficulties  
Prerequisite course numeric change from ESE 774 to ESE 884.

**FALL 2016**

**College of Education continued**  
Curriculum & Instruction

Effective Term:

Approved

- ESE 774 Teaching Reading in the Secondary School
- 1) Add minimum of 10 clinical hours required to course description
  - 2) Course number change to ESE 884
  - 3) Change course title

FALL 2016

**Editorial Change**

Approved

Alternative Routes to Initial Certification – MAT  
Correct typographical errors in the program of study course information for EMS 854 and ESE 761. This correction brings the program of study listing into Compliance with the Program approved by CAA in April 2015 (elec. Vote) and Faculty Senate in May 2015. “ESE” 854 does not exist. Should have read EMS 854. “ESE 766” is for PE majors; physics majors would only take ESE 761.

FALL 2016

Approved

Non-degree Endorsements for KY Professional Education licensure  
Revise Graduate Catalog to include the courses required for each of the non-degree endorsements and revise endorsement names to align with KY EPSB license.

FALL 2016

**New Course**

Withdrawn

- ~~— LIB 841 Information System Design and Development for School Librarians~~  
~~— Create a new course (LIB 841) that meets the professional needs of school media librarians.~~

Note: Additional information needed. Provide documentation indicating how this new course would support the Student Learning Outcomes of the program.

**Program Revision**

Approved

Rank 1, Non-degree Programs  
Numeric course change from ESE 774 to ESE 884.

FALL 2016

Special Education

**Program Revision**

Withdrawn

- ~~— B.S. Special Education/Teaching~~  
~~— Remove “Teaching” from the Degree Title; Add teaching and certification options;~~  
~~— Add dual certification option in Learning and Behavior Disorders; Add non-teaching options.~~

Note: Submit revised form which includes the ACCT course required for the Non-Teaching option. Provide an updated 4-year curriculum guide to include any revisions and the addition of the ACCT course.

**College of Business and Technology**  
Accounting, Finance, and Information Systems (AFIS)

**New Course**

Withdrawn

~~RMI 472 Insurance, Finance and Accounting~~

Note: Resubmit proposal with additional information. Provide documentation indicating how the new course would support the Student Learning Outcomes of the program.

**College of Business and Technology continued**  
Accounting, Finance, and Information Systems (AFIS)

Effective Term:

**Program Revisions**

Approved	Risk Management and Insurance BBA Remove redundant or obsolete classes from catalog description, add an additional class, and simplify information. <i>Note: Approved with edits – changed CSC 104 to INF 104 and MAT 107 to MAT 112 in Supporting Course Requirements per College request.</i>	FALL 2016
Approved	Risk Management and Insurance BS Add and delete some electives in the Major Requirements. <i>Note: Approved with edits – changed CSC 104 to INF 104 and MAT 107 to MAT 112 in Supporting Course Requirements per College request.</i>	FALL 2016

Applied Engineering and Technology (AETM)

**New Courses**

Approved	AVN 161 Private Pilot-Airplane: Ground (Part 61) Add Part 61-compliant private pilot-ground to aviation curriculum.	SPRING 2016
Approved	AVN 161A Private Pilot-Airplane (Part 61): Flight I Add Part 61-compliant private pilot-flight lab I to aviation curriculum.	SPRING 2016
Approved	AVN 162A Private Pilot-Airplane (Part 61): Flight II Add Part 61-compliant private pilot-flight lab II to aviation curriculum.	SPRING 2016
Approved	AVN 231A Instrument Pilot-MEL: Flight I Add two twenty-five hour flight labs, labeled AVN 231A and 232A as MEL alternatives to the existing SEL AVN 221A and 222A.	SPRING 2016
Approved	AVN 232A Instrument Pilot-MEL: Flight II Add two twenty-five hour flight labs, labeled AVN 231A and 232A as MEL alternatives to the existing SEL AVN 221A and 222A.	SPRING 2016

**College of Health Sciences**  
Environmental Health Science

**Hybrid Course**

Approved	Create EHS 300W as a writing intensive course <i>Note: Approved with edits – added prerequisites: ENG 102 or 105(B) or HON 102, the required prerequisites for all writing-intensive courses.</i>	SPRING 2016
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**Drop Course**

Approved	EHS 300 Course is being replaced with EHS 300W	SPRING 2016
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Exercise and Sport Science

**New Courses**

Create the following new courses for a new Pre-Athletic Training/Pre-Physical Therapy Concentration of the B.S. in Physical Education Program.

Approved	ATR 225L	Applied Anatomy for Healthcare Providers Lab	FALL 2016
Approved	ATR 330	Foundations of Orthopedic Evaluation	FALL 2016
Approved	ATR 340	Foundations of Rehabilitation	FALL 2016
Approved	ATR 340L	Foundations of Rehabilitation Lab	FALL 2016
Approved	ATR 430	Foundations of Clinical Practice	FALL 2016

**Course Revision**

Approved	ATR 225	Revise course name, remove lab portion and add as co-requisite. Changes to pre-requisites.	FALL 2016
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## College of Health Sciences continued

Effective Term:

### Program Revision

Approved,  
Pending  
Faculty Senate  
and Board of  
Regents  
Approval

B.S. Physical Education

Add a new concentration of Pre-Athletic Training/Pre-Physical Therapy

**Note: This program revision provides a good sample Curriculum Map and updated Curriculum Guide which can be used as reference by other Colleges when submitting program revision or new program proposals.**

### Family and Consumer Sciences

#### Course Revisions

Approved

NFA 202 Introduction to Dietetics

Change term offering designation from I to A

FALL 2016

Approved

NFA 310 Junior Seminar

Increase the credit hours from 2 to 3

FALL 2016

#### Program Revision

Approved

B.S General Dietetics

FALL 2016

1. Indicate NFA 310 is now 3 credit hours
2. Change total number of core from 55 to 56
3. Change number of elective hours from 4 to 3.

### Occupational Science and Occupational Therapy

#### Editorial Changes

Approved

Rehabilitation Sciences Doctoral Program

Correct the url address and update the Department Name

FALL 2016

### Recreation and Park Administration

#### Course Revisions

Approved

REC 300

Change credit hours from 1 to variable hours of 1-3.

FALL 2016

Approved

REC 450W

Change the description to reflect current terminology

FALL 2016

## College of Arts and Sciences

### Government

#### ~~New Courses~~

Withdrawn

~~LGS 307 Federal Indian Law~~

~~POL 346 Religion and Politics in the World~~

**Note: Resubmit proposals with additional information. Provide documentation indicating how these new courses would support the Student Learning Outcomes of the program.**

### Languages, Cultures, and Humanities

#### ~~New Program~~

Withdrawn

~~Minor in Japanese Language and Culture~~

**Note: The new CAA submission process will require proposed new minors to be reviewed in the same manner as new major program proposals. Prior to resubmission in February, a meeting will be held in January 2016, between the Provost's Office and College leadership teams to clarify the CAA submission process.**

**College of Arts and Sciences continued**  
Languages, Cultures, and Humanities continued

Effective Term:

**New Courses**

- Withdrawn ~~JPN 207 Japanese for Work and Study~~  
Withdrawn ~~JPN 305 Gateway to Advanced Japanese I~~  
Withdrawn ~~JPN 306 Gateway to Advanced Japanese II~~  
Withdrawn ~~JPN 310 Topics in Japanese Culture: \_\_\_\_\_~~

Note: Resubmit proposals with additional information. Provide documentation indicating how these new courses would support the Student Learning Outcomes of the proposed New Minor in Japanese Language and Culture.

**Program Revisions**

**Bachelor of Arts in French**

Revise courses required for completion of the B.A. in French, as a result of dropped/new courses. Strike references to FRE 301, 302, 313, 314, 315, 340, 360; add FCC 210, FRE 305, 310, 340, 350, 360, 380, 410, and 430.

**Bachelor of Arts in French/Teaching**

Revise courses required for completion of the B.A. in French/Teaching, as a result of dropped/new courses. Strike references to FRE 301, 302, 313, 314, 315, 340, 360; add FCC 210, FRE 305, 310, 340, 350, 360, 380, 410, and 430.

**Minor in French**

Revise courses required for completion of the French Minor as a result of dropped/new courses. Strike references to FRE 204 and 210, and add FRE 207. Revise Minor Title to "Minor in French Language and Culture".

**Certificate in French Conversation and Culture**

Revise courses required for completion of the Certificate in French Conversation and Culture as a result of dropped/new courses. Strike references to FRE 204, 210, 310, 320, 350 and add FCC 210 and FRE 207.

Philosophy and Religion

**New Course**

- Withdrawn ~~PHI 343 American Indian Thought~~

Note: Resubmit proposal with additional information.

Physics and Astronomy

**New Course**

- Withdrawn ~~PHY 412 Directed Research in Physics: \_\_\_\_\_~~

**Course Revisions**

- Approved PHY 202 University Physics II FALL 2016  
Require students to have earned a C or better in PHY 201 to enroll in PHY 202.
- Approved PHY 310 Theoretical Methods in Physics FALL 2016  
Require students to have earned a C or better in PHY 202 to enroll in PHY 310.
- Withdrawn ~~PHY 410 Independent Study in Physics: \_\_\_\_\_~~  
~~Modify the description of PHY 410 to reflect its use as a true independent study course, so that it can be distinguished from the new directed research course~~
- Approved PHY 460 Classical Mechanics FALL 2016  
Require students to have earned a C or better in PHY 310 to enroll in PHY 460.

***Policy and Processes Action Items***

- Approved 1. Graduation Regalia Request Form Dr. Gene Palka  
Approved as Amended. Effective Fall 2016.  
Amendments:  
a. The Student Government Association, represented by Andrew Hainley, proposed a revision to the GPA requirement. Motion was approved revising the GPA requirement to 2.5 or higher.  
b. Language was added to the Graduation Regalia Request form, section 1.C., providing guidelines for regalia requests and approval for the following:  
1) Academic Minors  
2) Veterans  
3) International Students  
The revised and updated Regalia Request form can be accessed by clicking the following link: [Graduation Regalia Request Form](#)

- Approved 2. CAA Processes Proposal CAA Workgroup  
Approved as Amended. Effective February 2016.  
Amendments:  
a. New language added under New CAA Protocols: “Significant Program Modifications” will be accompanied by Curriculum Maps.  
b. To view the amended and updated processes, click on the link below: [CAA Processes](#)

Tabled ~~3. Course by Special Arrangement/Independent Study Proposal Review~~ ~~Office of the Registrar~~

***Policy and Processes Discussion Item***

Tabled ~~1. Transcript Notations: Expulsion Language~~ ~~Office of the Registrar~~

# Council on Academic Affairs

## Registered Student Organizations (RSO)/Academic Programs - Graduation Regalia Request

**Effective Fall 2016: All RSOs and Academic Programs, even those with previously approved regalia, must complete this form and be recertified before wearing organization specific regalia at Fall 2016 Commencement.**

All regalia worn at University Commencement and/or College Convocations must be approved by the Council on Academic Affairs (CAA) prior to graduation. Special regalia worn at Commencement/Convocation is a privilege afforded to those individuals/groups who have met a distinctive academic expectation.

An RSO or Academic Program requesting to have members wear organization specific regalia (stoles, cords, etc.) must complete this form and submit to the Office of Student Life. Student Affairs will present the request at the next available CAA meeting. The wearing of sashes may not be proposed as it is exclusively reserved for those students earning Latin Honors.

Forms should be submitted no later than the 2<sup>nd</sup> week in September to request an item be approved for a December ceremony, or the 2<sup>nd</sup> week in February for a May ceremony.

RSOs and Academic Programs must complete the form and attach a color picture of the regalia for which they are proposing approval. Failure to receive approval will result in any unapproved regalia being confiscated at graduation.

<b>SUBMITTED BY:</b>		
<b>NAME</b> _____	<b>PHONE CONTACT</b> _____	<b>DATE</b> _____
<b>EMAIL:</b> _____		

### RSO/Academic Program Graduation Regalia Request

- [Required] Name of RSO/Academic Program: *No abbreviations please*
- [Required] RSO/Academic Program Contact Name : \_\_\_\_\_ [Required] RSO/Academic Program Contact Email: \_\_\_\_\_ [Required] Contact Phone Number: \_\_\_\_\_

**1. Organizations can apply to CAA to have Commencement regalia approved in one of three ways.**

- A. The organization may request approval for all members to wear Commencement regalia because the organization has an academic membership requirement of a GPA of 2.5 or higher.
- B. The organization may request approval for those individual members who have attained a 2.5 GPA or higher to be allowed to wear the approved regalia.
- C. The academic program or organization may request approval of Commencement regalia for Veterans, International Students, and Minor programs, regardless of GPA.

**[Required]** Does your organization has a minimum grade point requirement for membership? If so, what is it?  
*Please attach copies of official organization communications that relay these expectation to organization members.*

**[Required]** Are you proposing that only those members who meet the 2.5 GPA academic threshold wear the regalia?

**[Required]** Please describe the significance of wearing the stole at graduation. Why should your members wear graduation regalia?

**[Required]** Please attach a color picture of the stole or cords you are requesting to be worn.

CAA Processes  
Approved as Amended  
CAA 11/19/15

1. Curriculum process will remain the same for the Department Curriculum Committee except for the forms they will complete.
2. The College Curriculum Committee will review all curriculum proposals for the college. Based on the categories below
  - a. the College Curriculum Committee will prepare the materials for substantial changes to the Registrar for consideration by CAA, or
  - b. make decisions regarding routine curriculum changes.
3. Rules for College Curriculum Committees:
  - a. Associate Deans are responsible for ensuring that all of the appropriate paperwork and documentation are in good order;
  - b. For new courses, the Committee will review sample syllabi for appropriateness and for inclusion and accuracy of all required elements of a syllabus, including documentation explaining how new courses will fit into the Student Learning Outcomes of the programs for which the courses are being created. The syllabus will not be forwarded to CAA.
  - c. The Associate Dean will communicate with other Associate Deans
    - i. prior to his/her College Curriculum meeting if coordination is needed with another college or if a proposed change will affect another program in another college; and
    - ii. following his/her College Curriculum meeting with a list of changes approved.
  - d. The Associate Dean will forward materials to the Registrar with a summary of determination of **substantial** and **routine** changes.
4. Any member of CAA will reserve the right to reclassify a **routine** change to a **substantial** change.

New CAA protocols

1. All ~~major~~ **substantial** changes are placed on the agenda for action by the Council. (The Council will need to decide if action items are to be grouped by type of action or by college.)
2. Significant Program Modifications will be accompanied by Curriculum Maps.
3. Most ~~minor~~ **routine** changes will be placed on a Consent Agenda and a single vote will be taken for all consent agenda items.
  - a. Consent Agenda items should have a brief description of the change to be listed on the agenda.
  - b. A Council member may request that an item be pulled from the Consent Agenda and placed on the main agenda.



Major Substantial Changes

- New Programs
- Significant Program Revision
  - Note: All program revisions impacting course requirements in a program will be accompanied by an updated 4-year curriculum guide.
  - Adding a concentration
  - Adding a minor
  - Changing the CIP Code
  - Dividing one degree program into two (or more) degree programs
  - Combining two (or more) degree programs into one degree program
- Changing the balance of core credit hours and concentration credit hours
- Program/concentration suspension
- New Courses
- Significant revision of a course
- Changes that impact the SLOs of a program or a course
- Changes in the number of credit hours
- Other curriculum changes that affect the program's curriculum map
- Policies

Minor Routine Changes

- Adding an existing course to the General Education Program
- Changes to programs that result from changes to General Education or Teacher Education
- Revisions in the course title or course description that do not significantly impact SLOs
- Changes in admission and progression requirements
- Changes in pre-requisites and co-requisites
- Changes in the schedule term offering
- Editorial changes and formatting issues, such as the placement of courses in the listing
- Course drops
- Cross listing courses