I.   Call to Order

Chair Ashley Chance-Fox called the meeting to order at 3:45 p.m.

Members present were: *Ashley Chance-Fox, Ken Crawford, *Laura DeLancey, Sylvia Gaiko, *Jeanine Huss, Danita Kelley, *Grace Lartey, *Ling Lo, Andrew McMichael, *Andy Mienaltowski, Tiffany Robinson, *Mark Ross, *Martin Stone, *Scott Stroot, * Liz Sturgeon, Michelle Trawick, Rico Tyler, *Tammy Van Dyken.

*Indicates voting members.

II.   Approval of February 26, 2015 Minutes

Chair Ashley Chance-Fox called for revisions and/or corrections to the minutes of the February 26, 2015, UCC meeting. The minutes were approved as distributed.

III.   New Business

GORDON FORD COLLEGE OF BUSINESS

CONSENT AGENDA

Andy Mienaltowski moved approval of the Consent Agenda.

Department of Marketing and Sales:

Proposal to revise course prerequisites

Course Title:	MKT 422 Marketing Management
Credit Hours:	3.0 hrs.
Current Prerequisite:	graduating marketing major
Proposed Prerequisites:	MKT 421 and graduating marketing major
Implementation:	Spring 2016

Department of Accounting:

Proposal to delete a course

Course Title:	ACCT 315 Management Accounting
Implementation:	Fall 2015

Jeanine Huss seconded the motion. The Consent Agenda was approved.

COLLEGE OF HEALTH AND HUMAN SERVICES

CONSENT AGENDA

Andy Mienaltowski moved approval of the Consent Agenda.

Department of Public Health:

Proposal to revise course prerequisites

Course Title:	PH 447 Health Values and Health Science
Current Prerequisite:	Completion of 6 credits in the social, behavioral, biological, or allied sciences.
Proposed Prerequisites:	None
Implementation:	Fall 2015

Department of Communication Sciences and Disorders:

Proposal to revise course title

Course Title:	CD 483 Articulation Disorders
Credit Hours:	3.0 hrs.
Proposed Course Title:	Introduction to Disorders of Articulation and Phonology
Proposed Abbr. Course Title:	Articulation/Phonology Dis
Implementation:	Spring 2016

Course Title:	CD 485 Diagnostic Procedures for Communication Disorders
Credit Hours:	3.0 hrs.
Proposed Course Title:	Introduction to Assessment in Communication Disorders
Proposed Abbr. Course Title:	Assessment in Comm Disorders
Implementation:	Spring 2016

Jeanine Huss seconded the motion. The Consent Agenda was approved.

ACTION AGENDA

Andy Mienaltowski moved approval of the following **proposal to create a new course from the Department of Social Work:**

Course Title:	SWRK 437 Military Social Work
Abbr. Course Title:	Military Social Work
Credit Hours:	3.0 hrs.
Prerequisites/Corequisites:	None.
Catalog Listing:	This course is designed to increase knowledge and competence in the area of social work services delivered to military personnel, Veterans and their families. Knowledge, values and skills required to work with this special population will be covered, along with evidence-based interventions that would be best suited for this area of social work practice.
Implementation:	Fall 2015

Grace Lartey seconded the motion. The motion carried.

Grace Lartey moved approval of the following **proposal to revise a program from the Department of Communication Sciences and Disorders:**

Program Title:	Communication Disorders
Reference Number:	595, 595P
Required Hours:	67 hrs.
Identification:	• Modifying Curriculum
	• Modifying Admission Requirements
	• Modifying Credit Hours
	• Changing Catalog Description
Effective Catalog Year:	Fall 2015

Andy Mienaltowski seconded the motion. The motion carried.

OGDEN COLLEGE OF SCIENCE AND ENGINEERING

CONSENT AGENDA

Andy Mienaltowski moved approval of the Consent Agenda.

Department of Engineering:

Proposal to review course catalog listing

Course Title:	EE 180 Digital Circuits
Current Catalog Listing:	An introductory course in digital circuit fundamentals. Topics include number systems, Boolean algebra, binary codes, logic gates, flip-flops, counters, and registers. Laboratory included.
Proposed Catalog Listing:	An introductory course in digital circuit fundamentals. Topics include number systems, Boolean algebra, binary codes, logic gates, flip-flops, counters, and registers.
Implementation:	Fall 2015

Course Title:	EE 410 Computer Design
Current Catalog Listing:	This is the University of Louisville course EE 510. Topics include a review of logic design and elementary computer organization. Asynchronous and synchronous logic design using VHDL and programmable logic. Design of the central processing unit, memory, control, and input-output portions of a computer. The VHDL hardware design language will be used.
Proposed Catalog Listing:	Topics include a review of logic design and elementary computer organization. Asynchronous and synchronous logic design using VHDL and programmable logic. Design of the central processing unit, memory, control, and input-output portions of a computer. The VHDL hardware design language will be used.
Implementation:	Fall 2015

Course Title:	EE 411 Computer Design lab
Current Catalog Listing:	This is the University of Louisville course EE 511. This course is a laboratory which illustrates analysis and design principles of EE 410. It

includes experiments in the design of the central processing unit, memory, control, and input-output portions of a computer using VHDL and PC based for software simulation.

Proposed Catalog Listing:	This course is a laboratory which illustrates analysis and design principles of EE 410. It includes experiments in the design of the central processing unit, memory, control, and input-output portions of a computer using VHDL and PC based for software simulation.
Implementation:	Fall 2015

Course Title:	EE 450 Digital Signal Processing
Current Catalog Listing:	This is the University of Louisville course EE 520. Topics include discrete time signals and systems, discrete Fourier transforms, FFT algorithms, flow graph and the matrix representation of digital filters, FIR and IIR filter design techniques, quantization effects, spectral estimation, current applications of digital signal processing.
Proposed Catalog Listing:	Topics include discrete time signals and systems, discrete Fourier transforms, FFT algorithms, flow graph and the matrix representation of digital filters, FIR and IIR filter design techniques, quantization effects, spectral estimation, current applications of digital signal processing.
Implementation:	Fall 2015

Course Title:	EE 451 Digital Signal Processing Lab
Current Catalog Listing:	This is the University of Louisville course EE 521. This course focuses on the implementation of common digital signal processing function using state-of-the-art DSP devices and software. The fundamentals of discrete-time signal processing and digital signal processor architectures and applications are introduced. Emphasis is on laboratory experience involving generation of deterministic and random signals; digital filter design; quantization effects; FFT computation; linear system analysis; speech processing.
Proposed Catalog Listing:	This course focuses on the implementation of common digital signal processing function using state-of-the-art DSP devices and software. The fundamentals of discrete-time signal processing and digital signal processor architectures and applications are introduced. Emphasis is on laboratory experience involving generation of deterministic and random signals; digital filter design; quantization effects; FFT computation; linear system analysis; speech processing.
Implementation:	Fall 2015

Course Title:	EE 470 Communication and Modulation
Current Catalog Listing:	This is the University of Louisville course EE 550. Topics include modulations such as AM, FM, PAM, PPM, PDM, single sideband, vestigial sideband. Coherent and non-coherent detection, heterodyne action, performance and distortion, circuits for modulation and demodulation.
Proposed Catalog Listing:	Topics include modulations such as AM, FM, PAM, PPM, PDM, single

sideband, vestigial sideband. Coherent and non-coherent detection, heterodyne action, performance and distortion, circuits for modulation and demodulation.

Implementation:	Fall 2015

Course Title:	EE 473 Introduction to Electromagnetic Fields and Waves
Current Catalog Listing:	This is the University of Louisville course EE 473. Topics include electrostatic and magnetostatic fields; Faraday's laws, Maxwell's equations, electromagnetic properties of matter, uniform plane waves, and transmission lines.
Proposed Catalog Listing:	Topics include electrostatic and magnetostatic fields; Faraday's laws, Maxwell's equations, electromagnetic properties of matter, uniform plane waves, and transmission lines.
Implementation:	Fall 2015

Course Title:	EE 475 Communication Systems Lab
Current Catalog Listing:	This is the University of Louisville course EE 551. Topics include laboratory exercises involving the design and analysis of electronic communication systems for the transmission of analog and digital data at radio frequencies.
Proposed Catalog Listing:	Topics include laboratory exercises involving the design and analysis of electronic communication systems for the transmission of analog and digital data at radio frequencies.
Implementation:	Fall 2015

Department of Geography and Geology:

Proposal to delete a course

Course Title:	GEOG 240 Introduction to Planning
Implementation:	Fall 2015

Course Title:	GEOG 384 Planning for Global Change
Implementation:	Fall 2015

Course Title:	GEOG 473 Interactions in the Cave and Karst Environment
Implementation:	Fall 2015

proposal to revise course catalog listing

Course Title:	GEOG 227 Our Vulnerable Planet
Current Catalog Listing:	Explore how anthropogenic processes such as climate change, pollution, urban sprawl, deforestation, and desertification impact the people on Earth and its ecosystems.
Proposed Catalog Listing:	Explore how anthropogenic processes such as climate change, pollution, urban sprawl, deforestation, and desertification impact the people on Earth

and its ecosystems. Does not count towards a major or minor in Geography if GEOG 280 is taken as part of the degree requirements.

Implementation:	Fall 2015

Course Title:	GEOG 280 Environmental Science and Sustainability
Current Catalog Listing:	A general understanding of geoscience applications in solving contemporary environmental problems. Lab component provides practical experiences associated with the theories outlines in the course content.
Proposed Catalog Listing:	A general understanding of how the environment functions, the complexity of human-environmental interactions, and the application of geoscience in solving environmental problems. Lab component provides practical experiences associated with the theories outlined in the course content.
Implementation:	Fall 2015

Course Title:	GEOG 471 Natural Resource Management
Current Catalog Listing:	Natural resources of the United States are studied and recommendations for their more efficient utilization are presented.
Proposed Catalog Listing:	Natural resources of the United States and beyond are studied and recommendations for their more efficient utilization are presented. Discussions related, but are not limited, to timber, fisheries, grazing, and wildlife management.
Implementation:	Fall 2015

Proposal to revise course title

Current Course Title:	GEOG 344 Environmental Ethics in Geography
Proposed Course Title:	Environmental Ethics
Proposed Abbr. Course Title:	Environmental Ethics
Implementation:	Fall 2015

Current Course Title:	GEOG 427 Water Resources
Proposed Course Title:	Water Resource Management
Proposed Abbr. Course Title:	Water Resource Management
Implementation:	Fall 2015

Proposal to revise course prerequisites/corequisites

Course Title:	GEOG 328 Elements of Biogeography
Current Prerequisite:	GEOG 280, or instructor's permission
Proposed Prerequisite:	None.
Implementation:	Fall 2015

Course Title:	GEOG 380 Global Sustainability
Current Prerequisites:	GEOG 210 or 280 and 21 hours of Foundations and Exploration courses, or Junior status.

Proposed Prerequisites:	21 hours of Foundations and Exploration Courses, or Junior status.
Implementation:	Fall 2015
Course Title:	GEOG 420 Geomorphology
Current Prerequisites:	GEOL 111
Proposed Prerequisites:	GEOL 111 or GEOG/GEOL 103
Implementation:	Fall 2015
Course Title:	GEOG 461 Karst Environments
Current Prerequisites:	GEOG 310 or GEOG 459, or GEOG 420, or permission of instructor
Proposed Prerequisites:	GEOG/GEOL 310 or GEOG 420 or permission of instructor
Implementation:	Fall 2015
Course Title:	GEOG 487 Environmental Law
Current Prerequisite:	Senior-level standing.
Proposed Prerequisite:	Senior-level standing. GEOG 210 required for Geography majors and minors.
Implementation:	Fall 2015
Course Title:	GEOL 420 Geomorphology
Current Prerequisite:	GEOL 111
Proposed Prerequisite:	GEOL 111 or GEOG/GEOL 103
Implementation:	Fall 2015

Grace Lartey seconded the motion. The Consent Agenda was approved.

ACTION AGENDA

Andy Mienaltowski moved approval of the following **proposals to create a new course from the Potter College of Arts and Letters and the Ogden College of Science and Engineering:**

Course Title:	BDA 310 Brewhouse and Distillery Processes
Abbr. Course Title:	Brewhouse/Distillery Processes
Credit Hours:	2.0 hrs.
Prerequisite:	None.
Catalog Listing:	The methodology and processes involved in the preparation of wort and mash for brewing and distilling, including the essentials of the science and technology that precedes fermentation.
Implementation:	Summer 2015
Course Title:	BDA 310-M1 Brewhouse and Distillery Processes Module 1
Abbr. Course Title:	Brewhse/Distillery Proc. Mod 1
Credit Hours:	1.0 hrs.
Prerequisite:	None.

Catalog Listing:	The methodology and processes involved in the preparation of wort and mash for brewing and distilling, including the essentials of the science and technology that precedes fermentation.
Implementation:	Summer 2015

Course Title:	BDA 310-M2 Brewhouse and Distillery Processes
Abbr. Course Title:	Brewhse/Distillery Proc. Mod 2
Credit Hours:	1.0 hrs.
Prerequisite:	None.
Catalog Listing:	The methodology and processes involved in the preparation of wort and mash for brewing and distilling, including the essentials of the science and technology that precedes fermentation.
Implementation:	Summer 2015

Scott Stroot seconded the motion. The motion carried.

Andy Mienaltowski moved approval of the following **proposal to make multiple revisions to a course from the Department of Engineering:**

Current Course Title:	EE 479 Fundamentals of Optoelectronics
Proposed Course Title:	Optoelectronics
Proposed Abbr. Course Title:	Optoelectronics
Current Credit Hours:	2.0 hrs.
Proposed Credit Hours:	3.0 hrs.
Current Catalog Listing:	An introduction to the principles of electronic devices that interact with light. Topics include the generation and propagation of light, basic geometrical and wave optics, Snell's Law, polarization, optical storage, LED's, micro-opto-electromechanical systems, optical sensors, fiber optics, solar cells, and fundamentals of lasers.
Proposed Catalog Listing:	Topics include basic wave optics, Snell's Law, optical storage, LED's, micro-opto-electromechanical systems, optical sensors, fiber optics, solar cells, and fundamentals of lasers.
Implementation:	Fall 2015

Scott Stroot seconded the motion. The motion carried.

Andy Mienaltowski moved approval of the following **proposals to make multiple revisions to a course from the Department of Geography and Geology:**

Course Title:	GEOG 310 Global Hydrology
Current Prerequisite:	GEOL 111
Proposed Prerequisite:	GEOL 111 or GEOG/GEOL 103
Current Catalog Listing:	Emphasis is given to descriptive and quantitative hydrology. The hydrologic cycle, precipitation, evaporation, and transpiration will be covered under descriptive hydrology. Hydrographs, runoff relations, groundwater, and storage routing will be covered under quantitative

	hydrology. Consideration will be given to use and management of water as a resource. Equivalent to GEOL 310.
Proposed Catalog Listing:	An introduction to descriptive and quantitative hydrology. The hydrologic cycle precipitation, evaporation, and transpiration are covered under descriptive hydrology. Hydrographs, runoff relations, groundwater, and storage routing are covered under quantitative hydrology. Equivalent to GEOL 310.
Implementation:	Spring 2016
Course Title:	GEOG 452 Geoscience Field Experiences
Current Prerequisite:	Junior standing or instructor's permission
Proposed Prerequisite:	None.
Current Credit Hours:	3-6 hours
Proposed Credit Hours:	3-6 hours, repeatable for a maximum of 12 hours
Implementation:	Fall 2015
Current Course Title:	GEOG 455 Global Environmental Change
Proposed Course Title:	Global Climate Change
Proposed Abbr. Course Title:	Global Climate Change
Current Catalog Listing:	Examines key themes in environmental change at the global scale, environmental policy formation and relevance of environmental change for policy implementation and assessment.
Proposed Catalog Listing:	Explores the science behind global climate change, including how models, observations, and proxies are used to understand and predict past and future climate, international perspectives on global climate change, and mitigation strategies put forth by the Intergovernmental Panel on Climate Change.
Implementation:	*Spring 2016

*Friendly amendment.

Current Course Title:	GEOG 459 Physical Hydrology
Proposed Course Title:	Advanced Hydrology
Proposed Abbr. Course Title:	Advanced Hydrology
Current Prerequisites:	MATH 136 with a grade of "C" or better, and GEOG 310 or GEOL 420
Proposed Prerequisites:	MATH 136 with a grade of "C" or better, and GEOG/GEOL 310 or GEOG/GEOL 420
Current Catalog Listing:	A geologically-based and calculus-based introduction to the Earth's hydrologic cycle, using principles of fluid dynamics, that addresses components of atmospheric, surface, and ground waters. Fieldtrips and field-based exercises are required.
Proposed Catalog Listing:	Builds upon the principles of descriptive and quantitative hydrology using a geologic- and calculus-based approach to understanding the Earth's hydrologic cycle. Includes components of atmospheric, surface, and ground waters and the principles of fluid dynamics that govern the physical and

chemical processes that affect water and its behavior in the natural world.

Implementation:	Fall 2015

Current Course Title:	GEOG 486 Senior Environmental Seminar
Proposed Course Title:	Environmental Seminar
Proposed Abbr. Course Title:	Environmental Seminar
Current Catalog Listing:	Current environmental issues discussed by invited lecturers, including identification of possible careers in environmental fields.
Proposed Catalog Listing:	Proposed course catalog listing: Current environmental issues discussed by invited lecturers. Students are expected to participate in pre-approved department and university-wide seminars.
Implementation:	Fall 2015

Course Title:	GEOL 310 Global Hydrology
Current Prerequisite:	GEOL 111
Proposed Prerequisite:	GEOL 111 or GEOG/GEOL 103
Current Catalog Listing:	Emphasis is given to descriptive and quantitative hydrology. The hydrologic cycle, precipitation, evaporation, and transpiration will be covered under descriptive hydrology. Hydrographs, runoff relations, groundwater, and storage routing will be covered under quantitative hydrology. Consideration will be given to use and management of water as a resource. Equivalent to GEOG 310.
Proposed Catalog Listing:	An introduction to descriptive and quantitative hydrology. The hydrologic cycle precipitation, evaporation, and transpiration are covered under descriptive hydrology. Hydrographs, runoff relations, groundwater, and storage routing are covered under quantitative hydrology. Equivalent to GEOG 310.
Implementation:	Spring 2016

Grace Lartey seconded the motion. The motion carried.

POTTER COLLEGE OF ARTS AND LETTERS

CONSENT AGENDA

Scott Stroot moved approval of the following **proposal to revise course catalog listing from the Department of Philosophy and Religion:**

Course Title:	RELS 200 World Religious Literature
Current Catalog Listing:	Introductory study of multiple genres of foundational religious texts from various regions and cultures
Proposed Catalog Listing:	Introductory study of multiple genres of religious literature or literature with strong religious themes. Texts come from various religions, cultures, and time periods.
Implementation:	Fall 2015

Andy Mienaltowski seconded the motion. The motion carried.

ACTION AGENDA

Scott Stroot moved approval of the following **proposals to revise course credit hours from the Department of Sociology:**

Course Title:	CRIM 439 Internship in Criminology
Current Credit Hours:	3.0 hrs.
Proposed Credit Hours:	1-6 hrs.
Implementation:	Fall 2015

Course Title:	SOCL 494 Internship in Sociology
Current Credit Hours:	3-6 hrs.
Proposed Credit Hours:	1-6 hrs.
Implementation:	Fall 2015

Andy Mienaltowski seconded the motion. The motion carried.

Andy Mienaltowski moved approval of the following **proposals to create a new course from the Department of Sociology:**

Course Title:	CRIM 346 Special Topics in Criminology
Abbr. Course Title:	Special Topics in Criminology(actual title will vary with each offering according to course topic)
Credit Hours:	3.0 hrs.
Prerequisite/Corequisite:	CRIM 101 or permission of instructor
Catalog Listing:	Survey of topics, issues, and developments in the discipline of criminology and criminal justice. Course may be repeated with a different topic.
Implementation:	Fall 2015

Course Title:	CRIM 456 Homicide and Serial Homicide
Abbr. Course Title:	Homicide and Serial Homicide
Credit Hours:	3.0 hrs.
Prerequisite:	CRIM 101 or permission of instructor
Catalog Listing:	Examination of empirical research pertaining to single and multiple victim homicide, including subtypes, theoretical explanations, victimology, and offender behavior.
Implementation:	Fall 2015

Course Title:	CRIM 495 Directed Study in Criminology
Abbr. Course Title:	Directed Study in Criminology
Credit Hours:	1-3 hrs.
Prerequisites/corequisites:	Junior standing and consent of department head
Catalog Listing:	Individual and intensive reading and research in a specific area of

criminology in close cooperation with supervising faculty. Course pass required.

Implementation:	Fall 2015

Course Title:	CRIM 496 Directed Study in Criminology
Abbr. Course Title:	Directed Study in Criminology
Credit Hours:	1-3 hrs.
Prerequisites/corequisites:	Junior standing and consent of department head
Catalog Listing:	Individual and intensive reading and research in a specific area of criminology in close cooperation with supervising faculty. Course pass required.
Implementation:	Fall 2015

Scott Stroot seconded the motion. The motion carried.

Scott Stroot moved approval of the following **proposal to create a new course from the Department of Theatre and Dance:**

Course Title:	THEA 204 Portfolio Preparation Workshop
Abbr. Course Title:	Portfolio Prep
Credit Hours:	1.0 hrs.
Prerequisites/corequisites:	None.
Catalog Listing:	Introduction to the process of compiling design and technical resumes and portfolios for the performing arts fields.
Implementation:	Fall 2015

Andy Mienaltowski seconded the motion. The motion carried.

Andy Mienaltowski moved approval of the following **proposals to revise a program from the Department of Sociology:**

Program Title:	Minor in Criminology
Reference Number:	342
Required Hours:	21.0 hrs.
Identification:	• CRIM 346: Special Topics in Criminology
	• CRIM 456: Homicide and Serial Homicide
	• CRIM 489: Criminology Study Abroad
	• CRIM 495 and 496: Directed Study in Criminology
	The credit hours for CRIM 439 are changed to allow students to take 1 to 6 hours.
Effective Catalog Year:	Fall 2015

Program Title:	Major in Criminology
Reference Number:	627
Required Hours:	34.0 hrs.

Identification:	• CRIM 346: Special Topics in Criminology
	• CRIM 456: Homicide and Serial Homicide
	• CRIM 489: Criminology Study Abroad
	• CRIM 495 and 496: Directed Study in Criminology
	The credit hours for CRIM 439 are changed to allow students to take 1 to 6 hours.
Effective Catalog Year:	Fall 2015

Grace Lartey seconded the motion. The motion carried.

Scott Stroot moved approval of the following **proposals to revise a program from the Department of Philosophy and Religion:**

Program Title:	Philosophy
Reference Number:	429
Required Hours:	25.0 hrs.
Identification:	In the last year, the Philosophy program has added two courses to the curriculum. The revision here simply adds these to the "Ethics and Values" requirement for the minor. The two courses are PHIL 208 (Philosophy and Public Space) and PHIL 211 (Why Are Bad People Bad?).
Effective Catalog Year:	Fall 2015

Program Title:	Philosophy
Reference Number:	745
Required Hours:	32.0 hrs.
Identification:	In the last year, the Philosophy program has added two courses to the curriculum. The revision here simply adds these to the "Ethics and Values" requirement for the major. The two courses are PHIL 208 (Philosophy and Public Space) and PHIL 211 (Why Are Bad People Bad?).
Effective Catalog Year:	Fall 2015

Andy Mienaltowski seconded the motion. The motion carried.

Scott Stroot moved approval of the following **proposal to revise a program from the Popular Culture Studies Program:**

Program Title:	Popular Culture Studies
Reference Number:	758
Required Hours:	34.0 hrs.
Identification:	• Replace SOCL 245 with SOCL 324 in Category 4
	• Add FILM 201 to Category 4
	• Add MUS 320 and SUS 295 as possible electives in the major
	• Add language clarifying requirements for upper-level electives
Effective Catalog Year:	*Fall 2015

See revised proposal for revisions.
*Friendly amendment.

Andy Mienaltowski seconded the motion. The motion carried.

IV.   Announcements

Chair Ashley Chance-Fox announced new Senators would be elected April 16, 2015, and are encouraged to attend the April 23, 2015, meeting of the UCC for the purpose of electing a chairperson for the 2015-2016 Undergraduate Curriculum Committee.

Dr. Sylvia Gaiko distributed information relative to the new policy regarding the submission of new programs to the CPE. ATTACHMENT I

Program Development Website
http://www.wku.edu/academicaffairs/pd/program_development.php

The meeting adjourned at 4:03 p.m.

Respectfully submitted,

_____
Melna Wilson, Recorder

Council on Postsecondary Education
New Academic Programs: Policy and Procedures

The Council on Postsecondary Education has statutory authority to approve new academic programs at state colleges and universities. KRS 164.020 (15) empowers the Council to define and approve the offering of all postsecondary education technical, associate, baccalaureate, graduate, and professional degree, certificate, or diploma programs in the public postsecondary education institutions.

KRS 164.020 (19) allows the Council to postpone the approval of any new program at a state postsecondary educational institution, unless the institution has met its equal educational opportunity goals as established by the Council. In accordance with administrative regulations promulgated by the Council, those institutions not meeting the goals shall be able to obtain a temporary waiver if the institution has made substantial progress toward meeting its equal educational opportunity goals.

In September 2011, the Council approved a new policy and procedures for academic program approval at public institutions. The policy and procedures reflect best practices, reinforce state-level and institutional policies to create a more coordinated approach to academic programming, and better connect academic program approval with the review of existing academic programs.

The CPE academic program approval process consists of <u>three</u> stages.

Stage 1 (Notification of Intent): Institutions submit notices of intent for new academic degree programs for review by the CPE Executive Vice President and Chief Academic Officer. This information will be on two successive CCAO agendas as a necessary prequel to submitting the pre-proposal. This allows for inter-institutional discussion of a proposed program, before the public posting.

Stage 2 (Pre-proposal): Institutions submit information on the proposed program, such as justification for creating the program, evidence that the program is aligned with an institution's mission, the state's postsecondary education Strategic Agenda, and the statewide strategic implementation plan, student demand for the program, employment opportunities for graduates, evidence of sufficient resources to offer the program, and (if applicable) efforts to explore collaboration with other institutions with similar programs. This information will be posted for 45 days in order to allow comments from the Chief Academic Officers of institutions within the State, and the CPE Staff will work to resolve any issues that may arise.

Stage 3 (Full Proposal): If Council staff approves the pre-proposal, the institution will then submit, within eighteen months, a full program proposal that has been <u>approved by the institutional governing board</u>. After Council review, the program is placed on provisional status and will be subject to a post-implementation review after a period that depends on the level (e.g., baccalaureate, masters, doctoral) of the program.

NOTE: New programs are ≥ 30 credit hours at the undergraduate level, and ≥ 18 at the graduate level. Sub-Associate degrees require KCTCS BOR approval before CPE posting (all lower division credit hours).

http://www.wku.edu/academicaffairs/pd/program_development.php

CPE Notification of Intent

Institutions submit notices of intent for new academic degree programs for review by the CPE Executive Vice President and Chief Academic Officer. This information will be on two successive CCAO agendas as a necessary prequel to submitting the pre-proposal. This allows for inter-institutional discussion of a proposed program, before the public posting.

Required Information:

Program Degree type:

Program Name:

CIP Code (six digits):

Program Description (50 words or less):

CIP Code program designation is determined by the faculty in consultation with the AVP of Planning and Program Development office. The faculty can search available codes (six-digit required): http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55. For guidance, please feel free to contact Sylvia Gaiko, 745-8985 or Sylvia.gaiko@wku.edu

Please submit this information through the College Dean's office and then to WKU Academic Affairs (Sylvia Gaiko). AA will submit to the CPE, and it will take approximately 3 months to receive approval to submit the CPE pre-proposal.

Program Approval Process (chronological order):

0. Process overview with Provost office (sylvia.gaiko@wku.edu or 745-8985)

1. New program proposal are developed and approved by the faculty in the academic unit.
    A. CPE approval is required if ≥ 30 credit hours at the undergraduate level and >18 at the graduate level. The WKU Associate VP for Planning and Program Development provides guidance for the CPE reporting.
    B. Programs at the sub-Associate degree level (all lower division courses) require KCTCS BOR approval before CPE posting.
    C. Programs with an on-line delivery should notify the Provost office.

    NOTE: It is important at this stage to ensure adequate resources are available to support the program (library, faculty, etc.), and the need/demand is justified.

2. Department

3. CPE Notification of Intent – Route through the College Dean's office, and then to AA (Sylvia Gaiko).

4. College Curriculum Committee (If program leads to educator certification the next step is the Professional Education Council (PEC), and then to UCC or Graduate Council).

5. CPE Pre-Proposal, posted by the Provost office (45-day review)

    NOTE: Comment(s) from other institutions that require a response are forwarded to the academic program, and coordinated through the AVP of Planning and Program Development office.

6. Undergraduate Curriculum Committee (UCC) or Graduate Council

7. Senate

8. Provost

9. WKU Board of Regents (materials due 6 weeks before full-board meeting)

10. CPE Full-Proposal (cannot market until approved by CPE, and materials due 6 weeks before full-board meeting)

Additional Possible Step: If the program leads to educator certification the proposal is approved by the KY Education Professional Standards board (EPSB). The proposal goes to EPSB *after* the PEC and *before* CPE.

SACS (program significantly different from current offerings)
1) Letter of Notification (anytime)
2) Prospectus (due to SACSCOC 6 months in advance of implementation and due to the Provost Office 1 month before that date)

Certificates are a series of courses related to a specific topic or skill, with a primary purpose of providing marketable, entry-level skills. If the certificate prepares students for employment in a recognized occupation (ties to a CIP code), and is at least a certain number of credit hours (8 credit hours at Graduate level, and 16 at undergraduate), Title IV funding is available. Justification must be provided in the form of "Intent to Offer" information required for Title IV funding.

CIP Code program designation is determined by the faculty in consultation with the AVP of Planning and Program Development office. The faculty can search available codes (six-digit required): http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55

The criteria reviewed at the CPE level are outlined below:
- consistency with the institution's mission and the strategic agenda;
- alignment with the priorities in the statewide strategic implementation plan for achieving the strategic agenda;
- program demand and unnecessary duplication within and among institutions;
- cost and funding of the proposed program, with narrative explanation;
- program review and assessment; and
- efforts to create cooperative programs with other institutions through traditional means, or by use of distance learning technology and electronic resources, to achieve effective and efficient program delivery.

Institutional Mission and Strategic Plan: http://www.wku.edu/president/index.php
CPE Statewide Plan and Metrics: http://cpe.ky.gov/planning/

Data to support need for the program references:
- Workforce KY data: https://kylmi.ky.gov/vosnet/Default.aspx Occupation Projections (Long-term)
- Occupational Outlook Handbook, 2010-11th edition: http://www.bls.gov/ooh/
- Career One Stop: http://www.acinet.org/select_occupation.asp?next=carout1&level=&optstatus=&id=1&nodeid=210&stfips=21
- Teacher Ed in KY (EPSB site: http://www.kyepsb.net/dataresearch/index.asp)
- Discipline specific data from professional association
- Students & alumni survey data

Cost and Funding section: Are sufficient resources available to support the program? Do the projected tuition revenues cover the cost of the program; if not, how will the excess be funded? Are new faculty needed, if not, then why not? Develop information in an excel spreadsheet, and once confirmed with Department Head, Dean, and Provost office the information will be added to CPE pre-proposal format. Explain each entry in the narrative/justification box provided. Once you have an outline of needs, Ladonna Hunton can help with this section.
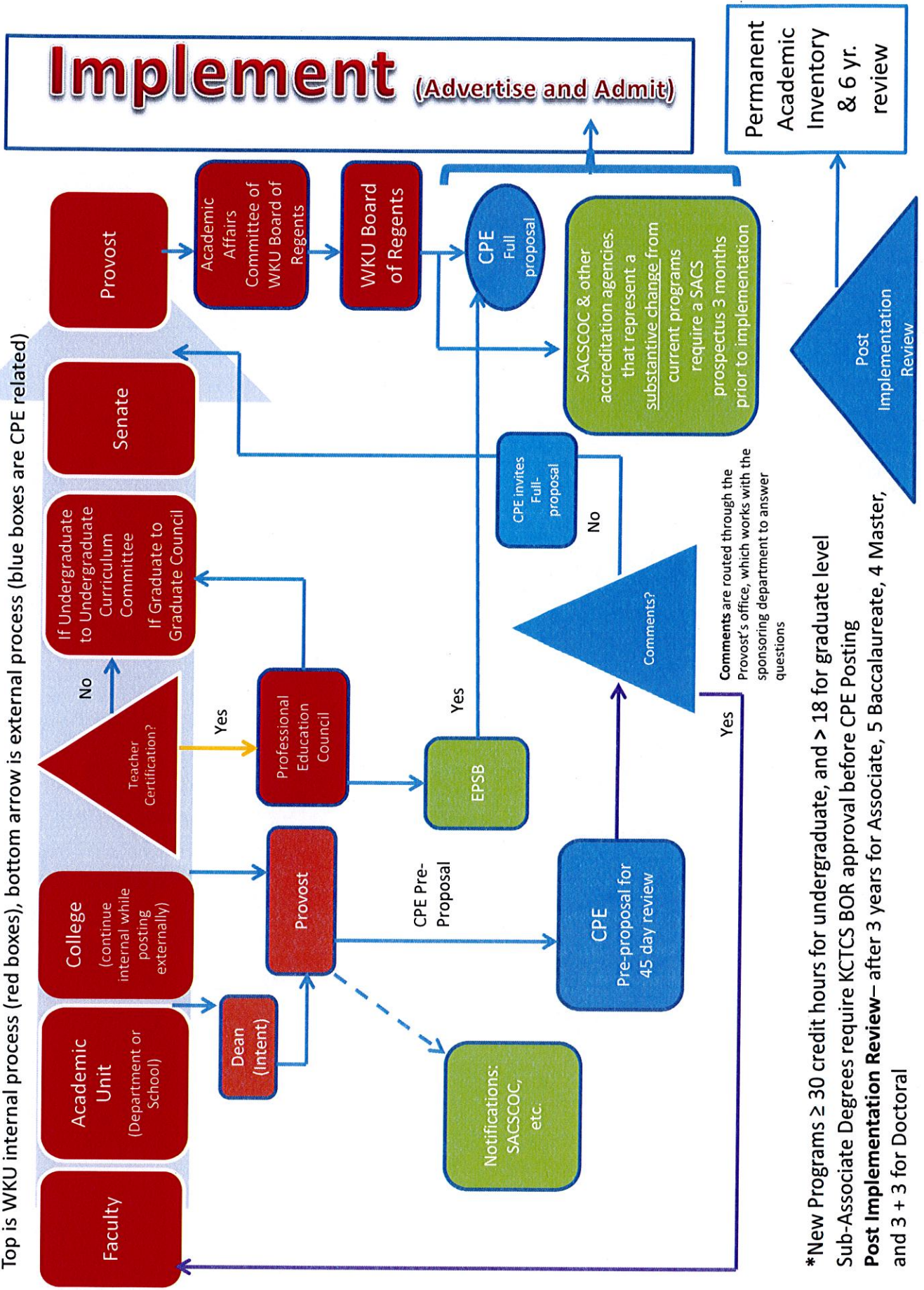
Program Review and Assessment: To review the statewide requirements from Program Review see: http://www.wku.edu/academicaffairs/ee/program_review.php (APR Self-Study Template and CPE Program Review Users Guide). Doug McElroy can provide guidance on the assessment section of the proposal.

Questions on proposed programs during CPE 45-day review:
- Describe the types of jobs available for graduates, average wages for these jobs, and the number of anticipated openings for each job in the institution's area of geographic responsibility and in the state. Such evidence may include employer surveys, current labor market analyses, and future human resources projections. Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.
- Clearly describe all evidence of student demand, typically in the form of surveys of potential students and/or enrollments in related programs at the institution. Anecdotal evidence is not sufficient. The institution must demonstrate that it has systematically gathered data, studied the data, and can reasonable estimate student demand for the program.
- Explain collaborative arrangements with other public KY institutions with similar program(s).
- Identify both the direct and indirect methods by which the intended student learning outcomes will be assessed.

Implement (Advertise and Admit)

Program Approval Process (new* or significantly modified)
Top is WKU internal process (red boxes), bottom arrow is external process (blue boxes are CPE related)

Permanent Academic Inventory & 6 yr. review

Faculty

Academic Unit (Department or School)

Dean (Intent)

College (continue internal while posting externally)

Provost

Teacher Certification?

Yes → Professional Education Council

No → If Undergraduate to Undergraduate Curriculum Committee / If Graduate to Graduate Council

Senate

Provost

Academic Affairs Committee of WKU Board of Regents

WKU Board of Regents

CPE Full proposal

EPSB

CPE Pre-Proposal

CPE Pre-proposal for 45 day review

Notifications: SACSCOC, etc.

Comments?

Yes

No

CPE invites Full-proposal

Yes

SACSCOC & other accreditation agencies. that represent a substantive change from current programs require a SACS prospectus 3 months prior to implementation

Post Implementation Review

Comments are routed through the Provost's office, which works with the sponsoring department to answer questions

*New Programs ≥ 30 credit hours for undergraduate, and > 18 for graduate level Sub-Associate Degrees require KCTCS BOR approval before CPE Posting
Post Implementation Review– after 3 years for Associate, 5 Baccalaureate, 4 Master, and 3 + 3 for Doctoral

Process for New Program Approvals

WKU, CPE, and SACSCOC

(Does not include program specific accreditation requirements)

Approval Step (Red internal reporting)								
Department	July	August	September	October	November	December	January	February
CPE – Notice of Intent	July	August	September	October	November	December	January	February
College	August	September	October	November	December	January	February	March
CPE pre-posting	September	September	November	December	January	February	March	April
Graduate Council/UCC	September	October	November	December	January	February	March	April
Senate & Provost	October	November	December	January	February	March	April	May
BOR AA committee	December	December	March	March	March	June	June	June
BOR final approval	January	January	April	April	April	July	July	July
CPE Full Proposal	February	February	April	April	April	July	July	July
SACSCOC prospectus	February	February	April	April	April	July	July	July
CPE Board	April	April	June	June	June	September	September	September
Implementation	Summer	Summer	Fall	Fall	Fall	Winter or Spring	Winter or Spring	Winter or Spring

NOTE: If PEC involved, approval is included after college and before UCC/Graduate Council

CPE Notification of Intent can be completed after approval by department faculty and College Dean.

CPE pre-posting can be completed once the College Curriculum Committee and Provost office approves the proposal, but must be before the last month listed.

WKU can be invited to submit the CPE full-proposal only after a 45-day state-wide review of the pre-proposal. The program goes to the WKU BOR AA Committee after the invitation is received.

The notification to SACSCOC can be any time after College approval.

Dates of Importance:

WKU BOR Meetings: January, April, July and October (materials due at least 1 ½ months prior for review)

CPE Meeting: February, April, June, September, and November (materials due 6 weeks in advance of meeting, and the Provost approves before sending to the CPE)