MEMORANDUM

TO: Graduate Council & University Senate Council
FROM: Robert Shapiro
       Associate Dean for Research and Graduate Studies
TOPICS: Request for Change in Course (Approval for Distance Learning)
DATE: November 23, 2009

The faculty of the College of Education approves and is requesting Graduate Council consideration of the following:

- Request for Major Course Change: EPE 703 Preparing Research Proposals
  (Approval for Distance Learning)
REQUEST FOR COURSE CHANGE (MAJOR AND MINOR)

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1. General Information.
   a. Submitted by the College of: Education  
      Today's Date: 7/6/2009
   b. Department/Division: Educational Policy Studies and Evaluation
   c. Is there a change in "ownership" of the course?  
      YES ☐  NO ☒
      [Comment: [OBSCURED] excerpt from Section 5.3.0.2 of Appendix. A request may be considered a minor change if it meets one of the following criteria: a. change in number within the same hundred series; b. addition of a new course or modification of an existing course; c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by elimination or significant alteration of (by prerequisite(s)); d. a cross-listing of a course under conditions set forth in Section 5.3.0.2, e. creation of typographical errors.

   d. What type of change is being proposed? ☐ Major ☐ Minor* (place cursor here for minor change definition)  
      [Comment: [OBSCURED] excerpt from Section 5.3.0.2 of Appendix. A request may be considered a minor change if it meets one of the following criteria: a. change in number within the same hundred series; b. addition of a new course or modification of an existing course; c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by elimination or significant alteration of (by prerequisite(s)); d. a cross-listing of a course under conditions set forth in Section 5.3.0.2, e. creation of typographical errors.

   e. Contact Person Name: Jane Jensen  
      Email: jjensen@uky.edu  
      Phone: 257-1292
   f. Requested Effective Date: ☐ Semester Following Approval ☐ Specific Term:

2. Designation and Description of Proposed Course.
   a. Current Prefix and Number: EPE 703  
      Proposed Prefix & Number:
   b. Full Title: Preparing Research Proposals  
      Proposed Title:
   c. Current Transcript Title (if full title is more than 40 characters):  
      Proposed Transcript Title (if full title is more than 40 characters):
   d. Current Cross-listing: ☒ N/A  
      OR  
      Currently Cross-listed with [Prefix & Number]:  
      Proposed – ☐ ADD* Cross-listing [Prefix & Number]:  
      Proposed – ☐ REMOVE* Cross-listing [Prefix & Number]:

   e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours* for each meeting pattern type.
      Current:  
      Lecture  ☐ Laboratory  ☐ Recitation  ☐ Discussion  ☐ Indep. Study  
      Clinical  ☐ Colloquium  ☐ Practicum  ☐ Research  ☐ Residency  
      Seminar  ☐ Studio  ☐ Other – Please explain:
      Proposed:  
      Lecture  ☐ Laboratory  ☐ Recitation  ☐ Discussion  ☐ Indep. Study  
      Clinical  ☐ Colloquium  ☐ Practicum  ☐ Research  ☐ Residency  
      Seminar  ☐ Studio  ☐ Other – Please explain:

   f. Current Grading System: ☒ Letter (A, B, C, etc.)  
      ☐ Pass/Fail
      Proposed Grading System: ☐ Letter (A, B, C, etc.)  
      ☐ Pass/Fail
   g. Current number of credit hours: 3  
      Proposed number of credit hours: 3
   h. Currently, is this course repeatable for additional credit?  
      YES ☐ NO ☒  
      [Comment: [OBSCURED] excerpt from Section 5.3.0.2 of Appendix. A request may be considered a minor change if it meets one of the following criteria: a. change in number within the same hundred series; b. addition of a new course or modification of an existing course; c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by elimination or significant alteration of (by prerequisite(s)); d. a cross-listing of a course under conditions set forth in Section 5.3.0.2, e. creation of typographical errors.

*...for the specific purposes of the minor exception rule, the 600-799 courses are the same "hundred series," as long as the other minor change requirements are completed with [OBSCURED] date.

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1 See comment: description regarding minor course change. Minor changes are sent directly from dean's office to Senate Council Chair. If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.
2 Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
3 Signature of the chair of the cross-listing department is required on the Signature Routing Log.
4 Removing a cross-listing does not drop the other course – it merely unlinks the two courses.
5 Generally, undergraduate courses are developed such that one semester of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See Section 5.3.0.2.1)
### REQUEST FOR COURSE CHANGE (MAJOR AND MINOR)

<table>
<thead>
<tr>
<th>Proposed to be repeatable for additional credit?</th>
<th>YES □</th>
<th>NO □</th>
</tr>
</thead>
<tbody>
<tr>
<td>If YES: Maximum number of credit hours:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If YES: Will this course allow multiple registrations during the same semester?</td>
<td>YES □</td>
<td>NO □</td>
</tr>
</tbody>
</table>

1. **Current Course Description for Bulletin:**
   
2. **Proposed Course Description for Bulletin:**

3. **Current Prerequisites, if any:** Consent of Instructor
   
4. **Proposed Prerequisites, if any:**

5. **Current Distance Learning (DL) Status:**
   - □ N/A
   - □ Already approved for DL
   - □ Please Add
   - □ Please Drop

   *If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed changes do not affect DL delivery.

6. **Current Supplementary Teaching Component, if any:**
   - □ Community-Based Experience
   - □ Service Learning
   - □ Both

7. **Proposed Supplementary Teaching Component:**
   - □ Community-Based Experience
   - □ Service Learning
   - □ Both

8. **Currently, is this course taught off campus?**
   - YES □ | NO □
   
9. **Proposed to be taught off campus?**
   - YES □ | NO □

10. **Are significant changes in content/teaching objectives of the course being proposed?**
    - YES □ | NO □

    If YES, explain and offer brief rationale:

5. **Course Relationship to Program(s).**

   a. **Are there other depts and/or pgyms that could be affected by the proposed change?**
      - YES □ | NO □

      If YES, identify the depts. and/or pgyms:

   b. **Will modifying this course result in a new requirement for ANY program?**
      - YES □ | NO □

      If YES, list the program(s) here:

6. **Information to be Placed on Syllabus.**

   a. **Check box if changed to 400G or 500G.**

      *You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.

      ♦ In order to change a program, a program change form must also be submitted.

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REQUEST FOR COURSE CHANGE (MAJOR AND MINOR)

Signature Routing Log

General Information:

Course Prefix and Number: EPE 703
Proposal Contact Person Name: Jane Jansen Phone: 257-1922 Email: jansen@uky.edu

INSTRUCTIONS:
Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

<table>
<thead>
<tr>
<th>Reviewing Group</th>
<th>Date Approved</th>
<th>Contact Person (name/phone/email)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPE</td>
<td>1/26/10</td>
<td>Alan DeYoung / 7-3849 / <a href="mailto:ajdey@uky.edu">ajdey@uky.edu</a></td>
<td></td>
</tr>
<tr>
<td>Courses &amp; Curricula</td>
<td>1/26/10</td>
<td>Jeff Reese 7-4407 / <a href="mailto:jeff-reese@uky.edu">jeff-reese@uky.edu</a></td>
<td></td>
</tr>
<tr>
<td>College of Education Faculty</td>
<td>1/26/10</td>
<td>Bob Shopiro 7-1745 / <a href="mailto:shopiro12@uky.edu">shopiro12@uky.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

External-to-Council Approvals:

<table>
<thead>
<tr>
<th>Council</th>
<th>Date Approved</th>
<th>Signature</th>
<th>Approval of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Council</td>
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<tr>
<td>Graduate Council</td>
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<tr>
<td>Health Care Colleges Council</td>
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<tr>
<td>Senate Council Approval</td>
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<td>University Senate Approval</td>
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Comments:

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* Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.
Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. All fields are required.

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, distance learning is defined as 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. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. The department proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level. It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

<table>
<thead>
<tr>
<th>Course Number and Prefix: EPE703</th>
<th>Date: January 5, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Name: Beth Goldstein</td>
<td>Instructor Email: <a href="mailto:bethg@uky.edu">bethg@uky.edu</a></td>
</tr>
</tbody>
</table>

Curriculum and Instruction

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

   This course follows a hybrid "Executive" model of course delivery in which students meet once a month for four hours per class and participate in on-line discussion and class exercises between face to face meetings.

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

   The distance component of the course consists of on-line discussion in which ALL student must participate with regular instructor feedback as well as problem solving assignments that are also share in an asynchronous but regular fashion. For example, research design questions might be created and posted by students one week, analyzed and discussed online the next week, and reviewed in face to face discussion a week later.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

   The courses uses Blackboard Interface. All assignments are turned in individually (or by the group representative if a group assignment). The course has no exams.

4. Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

   No. This course is being offered as part of a pilot program to test a) delivery models and b) cohort admissions. Although this cohort is completing their coursework via DL, all other students in the same degree program take 100% of their courses on campus. If this pilot is successful, we will then address how to classify these options.

   If yes, which percentage, and which program(s)?

Abbreviations: TASC = Teaching and Academic Support Center   DL = distance learning   DLP = Distance Learning Programs

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<table>
<thead>
<tr>
<th>5.</th>
<th>How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students have access to a Distance Learning Librarian, their DGS and an admin asst. in the department.</td>
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**Library and Learning Resources**

<table>
<thead>
<tr>
<th>6.</th>
<th>How do course requirements ensure that students make appropriate use of learning resources?</th>
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<tbody>
<tr>
<td>Students are regularly referred to the UK Writing Center and to the Writing Centers on their KCTCS campuses.</td>
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<tr>
<th>7.</th>
<th>Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.</th>
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<tbody>
<tr>
<td>When appropriate, computer labs are used at the KCTCS system office to demonstrate statistical software.</td>
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</table>

**Student Services**

<table>
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<tr>
<th>8.</th>
<th>How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Teaching and Academic Support Center (<a href="http://www.uky.edu/TASC/index.php">http://www.uky.edu/TASC/index.php</a>) and the Information Technology Customer Service Center (<a href="http://www.uky.edu/UKIT/">http://www.uky.edu/UKIT/</a>)?</th>
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<tr>
<td>This is reviewed during the first class meeting in which extra time is allotted for orientation.</td>
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<tr>
<th>9.</th>
<th>Will the course be delivered via services available through the Teaching and Academic Support Center?</th>
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<tbody>
<tr>
<td>Yes ☒</td>
<td></td>
</tr>
<tr>
<td>No ☐</td>
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</table>

If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

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Does the syllabus contain all the required components, below? yes

- Instructor's virtual office hours, if any.
- The technological requirements for the course.
- Contact information for TASC (http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300).
- Procedure for resolving technical complaints.
- Preferred method for reaching instructor, e.g. email, phone, text message.
- Maximum timeframe for responding to student communications.
- Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)
  - Carla Cantagallo, DL Librarian
  - Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
  - Email: dllservice@email.uky.edu

Abbreviations: TASC = Teaching and Academic Support Center  DL = distance learning  DLP = Distance Learning Programs

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| 10. | I, the instructor of record, have read and understood all of the university-level statements regarding DL. |
| Instructor Name: Beth Goldstein | Instructor Signature: [Signature] |
EPE 703: Preparing Research Proposals

Instructor: Dr. Beth L. Goldstein
Office: 145 Taylor Ed Bldg
Phone: 859-257-2705

Course Description and Requirements

This course focuses on the development of research proposals with a focus on research design in relation to the research problem and conceptual frameworks. Central to the course are your research team’s collaborative dissertation proposals.

The course will focus on the development of research questions within conceptual frameworks, your presentation of extant research related to these questions, and the design of a mixed methods research approach (including quantitative and qualitative data collection techniques, instrument design, data analysis methods, and methods of policy analysis) to answer the questions. The coursework entails readings (including of classmates’ writings) and exercises that build on your doctoral studies and proposed research to date.

Much of class time will revolve around presentation, discussions, research exercises and critique related to your emerging proposals. Throughout the class, students will be expected to present different aspects of their research projects both orally and in writing. Class discussions will be structured to bring clarity to the content and format of these project proposals.

Our goal is to describe the specific problem you will to investigate as a group, develop its shared and individual components. You will have opportunity to consult with your dissertation advisors and advisory committee members as part of the course. We will also address the processes involved in defending, getting IRB approval and implementing a research proposal.

We will often share written assignments from this work. Because of the way assignments, individual and group projects and in-class work are linked, the success of the class depends on you completing assigned reading and writing on time.

Required Texts:

Recommended Texts:

Required books were ordered through the UK bookstores; these and the recommended texts will be on reserve in the College of Education library. Articles are on library electronic reserve. You will do additional reading pertinent to the topic of your own research project. You are responsible to plan ahead, identify and have the readings you need.
Distance Learning Information

Technological Requirements for the Course: Access to internet, working connection to Blackboard, and working email account capable of accepting attachments.

To solve technical complaints or support issues: Contact the appropriate office below. (Please also cc our department administrative assistant (aaburk00@uky.edu) so we can track issues that might affect more than one student.)
- For information on Blackboard Support contact: http://www.uky.edu/TASC/DL/BBsupport.php
- For information on Technology Support contact: http://www.uky.edu/UKIT/ 257-1300
- For on-line library support contact Carla Cantagallo (carla@uky.edu):
  Phone: (859) 257-0500, ext. 2171
  2nd Phone: (800) 828-0439
  Fax: (859) 257-0505
  E-mail: dllservice@email.uky.edu
  Distance document delivery service:

Preferred method for reaching instructor and timeframe for response:
  E-mail: bethg@uky.edu
  If a general course related inquiry, expect a response within 24 hours.
  Online Office hours: Wednesdays, 4:30-5:30; non-class Fridays, 12:30-1:30

Grading Criteria and Practices

The major written requirement for the course is the final written research proposal. In addition, you must include a reflective component on yourself as researcher within your research team. This final written work will be graded using traditional letter grades and will be most heavily weighted in your final course grade.

All written assignments will be assessed on the basis of demonstrated understanding and application of ideas, concepts and techniques covered in the course. Also critical are your analytic care, clarity of writing, and attentiveness to grammar, spelling and punctuation.

Class participation is the final component of your grade. This includes active participation when we meet face-to-face and when we are in threaded discussions online. Again, we are all learners in this class. What is important is that we support one another’s learning by being attentive and well-prepared, providing constructive feedback, being willing to share our work, and being prepared to share it on time. You are expected to attend all class sessions unless you have an excused absence in which case you should arrange to make up any missed work.

All written work should be typed using 12-point font and double-spaced unless otherwise noted. Please include a heading with name, date and assignment number on everything submitted.

Grading:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>Class participation</td>
<td>20%</td>
</tr>
<tr>
<td>Final draft proposal</td>
<td>50%</td>
</tr>
</tbody>
</table>
This course will adhere to University of Kentucky policies pertaining to attendance, make-up work, cheating and plagiarism, withdrawals, incomplete grades and exams.

**Preliminary Schedule of Cohort Classes**

1/22  Cohort meeting
Introduction to Developing a Proposal
   What is a research question?
   Principles of Mixed Method Design

   Creswell, Preface, Ch.1
   Morse and Niehaus, Preface, Ch.1 and 2

2/19  Cohort meeting
   Holding a conversation with the research literature

   Doctoral advisor session

   Creswell, Ch. 1 (review), 2, 3
   Morse and Niehaus, Ch.3, Appendices II, III

3/12  Cohort meeting
   Designing Research
   Ethical Considerations (including the IRB)

   Creswell, Ch.4, 5, 6
   Morse and Niehaus, Ch. 4, 5,

4/9   Cohort meeting
   Designing research using mixed methods, Part 1

   Doctoral advisor session

   Creswell, Ch. 7, 8, 9
   Morse and Niehaus, Ch. 6, 8, 9

4/23  Cohort meeting
   Designing research using mixed methods, Part 2

   Special colloquium on Comparative Higher Education

   Creswell, Ch. 10
   Morse and Niehaus, Ch. 10