



OFFICE OF THE PRESIDENT

July 19, 2011

Dean Ana Mari Cauce  
College of Arts and Sciences  
Box 353765

Dear Ana Mari:

Based on the recommendation of its Subcommittee on Admissions and Programs, the Faculty Council on Academic Standards has recommended approval of a minor in American Sign Language. A copy of the approval is attached.

I am writing to inform you that the Department of Linguistics is authorized to specify these requirements beginning autumn quarter 2011.

The new requirements should be incorporated in printed statements and in individual department websites as soon as possible. The *General Catalog* website will be updated accordingly by the Registrar's Office.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Mike", written over the printed name.

Michael K. Young  
President

Enclosure

cc: Mr. Lance Forshay (with enclosure)  
Mr. Mike Furr (with enclosure)  
Mr. Robert Corbett (with enclosure)  
Dr. Deborah H. Wiegand (with enclosure)  
Ms. Virjean Edwards (with enclosure ASL-20110216)



UNIVERSITY OF WASHINGTON

# CREATING AND CHANGING UNDERGRADUATE ACADEMIC PROGRAMS

13-311815

MAR 22 2011

OFFICE USE ONLY

Control #

ASC - 20110216

After college/school/campus review, send a signed original and 8 copies to the Curriculum Office/FCAS, Box 355850.

For information about when and how to use this form: <http://depts.washington.edu/uwcr/1503instructions.pdf>

College/Campus Arts &amp; Sciences / Seattle

Department/Unit Linguistics

Date Feb. 16, 2011

## New Programs

- ☐ Leading to a Bachelor of \_\_\_\_ in \_\_\_\_ degree.
- ☐ Leading to a Bachelor of \_\_\_\_ degree with a major in \_\_\_\_.
- ☐ Leading to a \_\_\_\_ Option within the existing major in \_\_\_\_.
- ☒ Leading to a minor in American Sign Language

## Changes to Existing Programs

- ☐ New Admission Requirements for the Major in \_\_\_\_ within the Bachelor of \_\_\_\_.
- ☐ Revised Admission Requirements for the Major in \_\_\_\_ within the Bachelor of \_\_\_\_.
- ☐ Revised Program Requirements for the Major in \_\_\_\_ within the Bachelor of \_\_\_\_.
- ☐ Revised Requirements for the Option in \_\_\_\_ within the major in \_\_\_\_.
- ☐ Revised Requirements for the Minor in \_\_\_\_.

## Other Changes

- ☐ Change name of program from \_\_\_\_ to \_\_\_\_.
- ☐ New or Revised Continuation Policy for \_\_\_\_.
- ☐ Eliminate program in \_\_\_\_.

Proposed Effective Date: **Quarter:** ☒ Autumn ☐ Winter ☐ Spring ☐ Summer **Year: 20 11**

Contact Person: Lance Forshay, MS

Phone: 866-586-5886

Email: lforshay@uw.edu

Box: 354340

## EXPLANATION OF AND RATIONALE FOR PROPOSED CHANGE

For new program, please include any relevant supporting documentation such as student learning outcomes, projected enrollments, letters of support and departmental handouts. (Use additional pages if necessary).

Since the beginning of our ASL program in 2007, we have seen huge student demand, with over 250-300 students on the wait list for Autumn ASL 101 every year. We offered two sections of ASL 101-103 and ASL 305 Deaf Studies every year (2007-10). After hiring a second full time lecturer and increasing offerings of first year (four sections) and introducing second year ASL (one section, 2010-11), we still have over 200 students on the wait list. A survey taken among our ASL students by the ASL club president demonstrated a high interest and support for a minor in ASL at UW. Students have expressed a keen desire to have a minor in ASL, and we are responding to this request by proposing such a minor. We now have enough courses in ASL to create a minor comparable to minors in other languages; we can also include existing courses that are relevant to Deaf Studies and ASL such as Introduction to Linguistics, Introduction to Disability Studies, Socio-cultural Communication, "Race, Ethnicity and Education", "Human nature and Culture", and so on. Along with two years of ASL we have enough courses and resources to support an ASL minor. There are several career opportunities that will have a good use for ASL skills especially in the Seattle metro. area where a large population of Deaf people and Deaf-Blind reside. There is also an Interpreter Training Program at Seattle Central Community College with a nation level quality of ITP education where our ASL students may pursue their ASL skills to become a professional national certified interpreter.

## OTHER DEPARTMENTS AFFECTED

List all departments/units/ or co-accredited programs affected by your new program or changes to your existing program and acquire the signature of the chair/director of each department/unit listed. Attach additional page(s) if necessary. \*See online instructions.

Department/Unit:  
Linguistics

Chair/Program Director:

Date:

2/25/11

Department/Unit:	Chair/Program Director	Date:
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**CATALOG COPY**

Catalog Copy as currently written. Include only sections/paragraphs that would be changed if your request is approved. Please cross out or otherwise highlight any deletions.

No deletions

**PROPOSED CATALOG COPY**

Reflecting requested changes (Include exact wording as you wish it to be shown in the printed catalog. Please underline or otherwise highlight any additions. If needed, attach a separate, expanded version of the changes that might appear in department publications).  
**Please note:** all copy will be edited to reflect uniform style in the General Catalog.

Minor Study in American Sign Language  
UW Department of Linguistics

*See attached*

ASL Program is offering a minor study in American Sign Language. The required courses will include two years of ASL, an introduction to linguistics, ASL linguistics and Deaf Studies as foundation to understanding ASL and the Deaf community who use ASL on a regular basis. ASL minor will prepare students to be able to communicate and develop cultural competencies to work with Deaf people in their careers especially in related majors like Speech and Hearing Science, Education, Social Work, Nursing and many more. As is true with other foreign language minors, the ASL minor will also benefit its students in helping them understand and appreciate cultures other than their own.

\*ASL Minor is in compliance with the UW guideline for minor studies.

Minor Courses Requirements: You are required to complete two years of ASL, Introduction to Deaf Studies, and two Linguistics courses along with several elective courses. You are required to earn a 2.0 GPA in all courses that count toward the ASL Minor. All courses except beginning ASL have to be taken at the UW.

Required pre-minor courses – 15 hours

ASL 101 Elementary American Sign Language I (5)  
ASL 102 Elementary American Sign Language II (5)  
ASL 103 Elementary American Sign Language III (5)  
or ASL 134 Intensive First Year ASL (15)

Required minor courses - 28 hours

ASL 201 Intermediate American Sign Language I (5)  
ASL 202 Intermediate American Sign Language II (5)  
ASL 203 Intermediate American Sign Language III (5)  
ASL 305 Introduction to Deaf Studies (3)  
LING 200 Introduction to Linguistic Thought (5)  
LING 403 Structure of American Sign Language (5)

Elective minor courses -7 hours

ASL 306 Deaf History (3)  
ASL 495 ASL Literature and Poetry (3)  
ASL 499 Independent Study in ASL (2)  
SPHSC 308 Social-Cultural Aspects of Communication (3)  
DIS ST/LSJ/CHID 332 Disability and Society: Introduction to Disability Studies (5)  
ANTH 301 Human Nature and Culture (3)  
AES 332 Gender, Race and Class in Social Stratification (3)  
AES 340 Race, Ethnicity and Education (5)  
AES/COM 389 Race, Gender, and Sexuality in the Media (5)  
ANTH 471 Colonialism and Culture (5)

ASL Minor Total Credits: 50 (35 after pre-requisites)



Chair/Program Director: <i>Jul 17/12</i>	Date: <i>2/25/11</i>
College/School/Campus Curriculum Committee: <i>[Signature]</i>	Date: <i>3/17/2011</i>
Dean/Vice Chancellor: <i>Robert C. Stacey</i>	Date: <i>3/17/2011</i>
Faculty Council on Academic Standards/ General Faculty Organization/Faculty Assembly Chair: <i>John Schaufberger</i>	Date: <i>APR. 29, 2011</i>
<b>POST TRI-CAMPUS APPROVAL (when needed)</b>	
Faculty Council on Academic Standards/ General Faculty Organization/Faculty Assembly Chair: <i>John Schaufberger</i>	Date: <i>MAY 27, 2011</i>

Proposed: Minor in American Sign Language (33-35 credits)

1. Second-year American Sign Language (15 credits): ASL 201; ASL 202; ASL 203.
2. Culture and History (3 credits): ASL 305.
3. Theory and Structure (8-10 credits): LING 400; either ASL 343 or LING 403.
4. Approved 300-400 level electives (minimum of 7 credits): See advisor for approved list.
5. Minimum 2.0 cumulative GPA for all courses applied to the minor.
6. Minimum of 18 credits from outside of students major requirements.

FOR DARS:

AES 332, AES 340, AES/COM/GWSS 389, ANTH 301 (offered sporadically), ANTH 359, ANTH/LING 432, ANTH/LING 433, ANTH 464, ANTH 471 (offered sporadically), ASL 306, ASL 495, ASL 499, COM 374, DIS ST/LSJ/CHID 332 (being phased out but ok for students who have already completed), SPHSC 308.

February 21, 2011

To whom it may concern:

I would like to give my strong endorsement for the American Sign Language (ASL) Minor which is currently being proposed for the Department of Linguistics. I have been involved with the creation and development of the ASL program from the beginning in 2005. I am very pleased that the program which started in 2007 is now in its fourth year with two faculty members, Lance Forshay and Kristi Winter, teaching two years of ASL and a Deaf Studies course. These courses, along with other proposed ASL topics courses and existing courses in linguistics and disability studies form the nucleus for a strong Minor program offering.

Many foreign language programs at the University of Washington support a Minor to help students build language skills and cultural knowledge to complement their Major study. UW students need this kind of education to face the challenges in a complex world with hundreds of languages and colliding cultures. With the ASL Minor, the ASL program will join the other language departments in helping the University produce students who can help solve the worlds pressing multi-cultural problems.

The demand for ASL is growing nationally and at the University of Washington. The Modern Language Association's Enrollment Survey from 2009 show that ASL is the fourth most popular language taught in US higher education, with approximately 91,500 students taking ASL courses in fall 2009. By contrast, approximate 96,500 students take the third most popular language, German.

The University of Washington was behind many universities in starting to offer an ASL curriculum just 3 ½ years ago. With two excellent and well-known faculty members, the UW program is on the cusp of becoming one of the premier ASL programs in the US. The Minor in ASL will help bring more prominence to the ASL program, but more importantly, it will help UW students achieve the language and cultural competency they need to succeed in their careers.

Sincerely,



Richard E. Ladner  
Boeing Professor in Computer Science and Engineering



## UNIVERSITY OF WASHINGTON

DEPARTMENT OF LINGUISTICS

February 22, 2011

To Whom It May Concern:

As Chair of the Linguistics Department, it is my pleasure to write this letter of support for the establishment of a minor in ASL in our department.

ASL is recognized at UW as a foreign language for purposes of admission and graduation. Since the inception of our language program, there has been considerable demand by UW students to take ASL. Initially there were waiting lists of up to 300 students for the two first year classes. This year we added two additional first year and one second year class, all of which have been filled, with waiting lists. Students in Speech and Hearing Sciences, Education, Nursing, and Social Work are particularly interested in ASL. Nationally, ASL has the fifth highest enrollment of all languages taught at the college level. From an intellectual standpoint, signed languages like ASL are an important part of the curriculum of any Linguistics department. Culturally, one cannot study ASL without becoming instantly steeped in a language which is different in structure from any spoken language by virtue of its visual-gestural rather than auditory modality. An ASL minor on campus will heighten awareness of Deaf society, leading to a more diverse community of students and faculty. Finally, an ASL minor will lead to new connections between the Deaf Community in the region and students at UW. This form of community outreach would improve the reputation of UW among the Deaf Community and would likely lead to increased applications from Deaf students.

Sincerely,

A handwritten signature in black ink, appearing to read "Julia Herschensohn", with a long horizontal flourish extending to the right.

Julia Herschensohn  
Professor and Chair

## Jennifer A. Payne

---

**From:** Lance A. Forshay, MS [lforshay@uw.edu]  
**Sent:** Thursday, April 07, 2011 10:11 AM  
**To:** Jennifer A. Payne  
**Cc:** MICHAEL J. FURR; Julia R. Herschensohn; Kristi G. Winter  
**Subject:** Re: ASL minor - List of electives

Yes, it will be fine with me. Let me know when it's all approved.

Lance

On Thu, 7 Apr 2011, Jennifer A. Payne wrote:

> Date: Thu, 7 Apr 2011 09:57:10 -0700  
> From: Jennifer A. Payne <jap2@u.washington.edu>  
> To: "Lance A. Forshay, MS" <lforshay@uw.edu>  
> Cc: MICHAEL J. FURR <furr@u.washington.edu>  
> Subject: ASL minor - List of electives  
>  
>  
> Lance,  
>  
>  
>  
> The list of approved electives you submitted for the ASL minor  
> includes courses outside of the Linguistics Department so I have to  
> contact them to verify that you can/should use those courses in your list.  
>  
>  
>  
> So far COM/AES/GWSS 389 is ok, however DIS ST recommends that you use  
> DIS ST/LSJ/CHID 230 rather than DIS ST/LSJ 332 as it is replacing it  
> in their curriculum, and ANTH 301 and ANTH 471 are not expected to be  
> offered any time soon by the Anthropology department and they suggest  
> if you would like to include other more commonly offered ANTH courses as possible electives that you consider  
> ANTH 203, ANTH 359, ANTH 464, ANTH/COM/LING 233, ANTH/LING 432 and 433.  
>  
>  
>  
> Please let me know if you are okay with these suggested changes.  
>  
>  
>  
> Jennifer  
>  
>  
>  
> \*\*\*\*\*  
>  
> Jennifer Payne, M.Ed.  
>  
> University of Washington  
>  
> University Curriculum Coordinator

**Jennifer A. Payne**

**From:** Rick Aguilar [ra5@u.washington.edu]  
**Sent:** Wednesday, April 06, 2011 3:05 PM  
**To:** Jennifer A. Payne  
**Subject:** Re: Approved Electives for Proposed American Sign Language minor  
**Importance:** High

**Jennifer,**

Anth 301 and 471 are not frequently taught and remain in the catalog in the event we want to offer them again. Given that, these courses may not be especially desirable for the list. The department cannot promise that these courses will be offered (frequently), if you decide to include them.

Assuming you are interested in including Anthropology on the list for broader reasons, the following courses may be more directly relevant: Anth 203 (Introduction to Anthropological Linguistics); Anth 359 (Linguistic Ethnography); and Anth 464 (Language Politics and Cultural Identity). Additional courses of relevance (cross-listed with Linguistics) include: Anth233 (Introduction to Language and Society); and Anth 432/433 (Sociolinguistics I & II).

Thank you,  
Rick

Rick Aguilar <> University of Washington  
 Anthropology Program Coordinator  
 M32 Denny Hall <> Box 353100  
 Seattle, WA <> 98195-3100  
 Office Ph. 206.543.5240  
 VM 206.616.0625 <> FAX 206.543.3285

On Apr 6, 2011, at 9:32 AM, Jennifer A. Payne wrote:

Hello everyone,

Attached is the 1503 for the proposed American Sign Language minor. One or more of your courses are listed in the list of approved electives and I would really appreciate if you could let me know if it alright for them to list (only in DARS not in the catalog) your courses by Friday morning.

Thanks.

Jennifer

\*\*\*\*\*

Jennifer Payne, M.Ed.  
University of Washington  
University Curriculum Coordinator  
Office of the Registrar  
[uwcr@uw.edu](mailto:uwcr@uw.edu)  
206-543-5938  
Box: 355850

<ASL-20110216.pdf>

## Jennifer A. Payne

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**From:** Mark Weitzenkamp [weitzen@u.washington.edu]  
**Sent:** Wednesday, April 06, 2011 1:22 PM  
**To:** Jennifer A. Payne  
**Cc:** Sharan E. Brown; STEVEN K. HERBERT  
**Subject:** Re: Approved Electives for Proposed American Sign Language minor

Jennifer-

I have checked with the directors of Disability Studies and LSJ. They are fine with using one of our courses for the ASL minor, but we recommend using a different course than the one listed. The list mentions DIS ST/LSJ 332, but we recommend DIS ST/LSJ/CHID 230 instead.

230 serves the same purpose as 332, and is effectively replacing it in the curriculum. 332 is not likely to be offered in the near future, but Disability Studies hopes to offer 230 once a year. 230 is roughly the same content as 332, but the class is built to serve more students at one time.

Mark

---

Mark Weitzenkamp, PhD  
Law, Societies, and Justice Program/CLASS Center  
Human Rights Minor  
Disability Studies Minor and Major  
University of Washington  
Gowen 42  
phone: (206) 543-2396 (office)  
email: weitzen@u.washington.edu  
or lsjadv@u.washington.edu

---

On 4/6/2011 9:32 AM, Jennifer A. Payne wrote:

> Hello everyone,

>

> Attached is the 1503 for the proposed American Sign Language minor. One or more of your courses are listed in the list of approved electives and I would really appreciate if you could let me know if it alright for them to list (only in DARS not in the catalog) your courses by Friday morning.

>

> Thanks.

>

> Jennifer

>

> \*\*\*\*\*

> Jennifer Payne, M.Ed.

> University of Washington

> University Curriculum Coordinator

> Office of the Registrar

> uwcr@uw.edu<mailto:uwcr@uw.edu>

> 206-543-5938

> Box: 355850

>

>

## Jennifer A. Payne

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**From:** David Sherman [shermamd@u.washington.edu]  
**Sent:** Wednesday, April 06, 2011 9:38 AM  
**To:** Jennifer A. Payne  
**Subject:** Re: Approved Electives for Proposed American Sign Language minor

COM 389 as an elective is fine with us.  
David

On Wed, 6 Apr 2011, Jennifer A. Payne wrote:

>  
> Hello everyone,  
>  
>  
>  
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>  
>  
>  
> Thanks.  
>  
>  
>  
> Jennifer  
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>  
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> \*\*\*\*\*  
>  
> Jennifer Payne, M.Ed.  
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> 206-543-5938  
>  
> Box: 355850  
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>



**Proposed: Minor in American Sign Language (35 credits)**

1. Second-year American Sign Language (15 credits): ASL 201; ASL 202; ASL 203.
2. Theory and Structure (13 credits): ASL 305; LING 200; LING 403.
3. Approved electives (7 credits): See advisor for approved list.
4. Minimum grade of 2.0 in ASL and LING courses applied to the minor.
5. Minimum 2.0 cumulative GPA for all courses applied to the minor.

**FOR DARS:**

AES 332, AES 340, AES/COM/GWSS 389, ANTH 203, ANTH/COM/LING 233, ANTH 301 (offered sporadically), ANTH 359, ANTH/LING 432, ANTH/LING 433, ANTH 464, ANTH 471 (offered sporadically), ASL 306, ASL 495, ASL 499, DIS ST/LSJ/CHID 230, DIS ST/LSJ/CHID 332 (being phased out but ok for students who have already completed), SPHSC 308.

**Jennifer A. Payne**

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**From:** Dalia Correa [correa@u.washington.edu]  
**Sent:** Wednesday, April 13, 2011 2:18 PM  
**To:** Jennifer A. Payne  
**Subject:** RE: Approved Electives for Proposed American Sign Language minor

Jennifer, my apologies, yes please list the AES courses as part of the minor. Thank you, Dalia

Sincerely,  
Dalia A. Correa  
Academic Advisor  
University of Washington  
American Ethnic Studies  
206-221-0664  
[correa@u.washington.edu](mailto:correa@u.washington.edu)

---

**From:** Jennifer A. Payne [mailto:jap2@u.washington.edu]  
**Sent:** Wednesday, April 06, 2011 9:32 AM  
**To:** DALIA CORREA; MARK P. WEITZENKAMP; chid; David H. Sherman; 'jleon626@uw.edu'; Rick Aguilar  
**Subject:** Approved Electives for Proposed American Sign Language minor  
**Importance:** High

Hello everyone,

Attached is the 1503 for the proposed American Sign Language minor. One or more of your courses are listed in the list of approved electives and I would really appreciate if you could let me know if it alright for them to list (only in DARS not in the catalog) your courses by Friday morning.

Thanks.

Jennifer

\*\*\*\*\*

Jennifer Payne, M.Ed.  
University of Washington  
University Curriculum Coordinator  
Office of the Registrar  
[uwcr@uw.edu](mailto:uwcr@uw.edu)  
206-543-5938  
Box: 355850

4/13/2011

## Jennifer A. Payne

---

**From:** Julie D. Leonardo [jleon626@uw.edu]  
**Sent:** Monday, April 18, 2011 2:51 PM  
**To:** Jennifer A. Payne  
**Subject:** RE: Approved Electives for Proposed American Sign Language minor  
Hi Jennifer –

I understand that my colleagues forgot to respond to you on this issue when I was out. Sorry about that! It's fine that our SPHSC 308 course is listed with the minor. Our only caveat is that our majors will continue to get priority and we also cannot increase our limit on this course above 80.

Thanks!

**Julie D. Leonardo, M.S., CCC-SLP**  
Department of Speech & Hearing Sciences  
Director of Student Services / Clinical Instructor

1417 NE 42<sup>nd</sup> Street  
Eagleson Hall, Room 251  
Seattle, WA 98105-6246  
UW Box 354875  
Tel: 206-685-7484 Fax: 206-543-1093  
jleon626@uw.edu <http://depts.washington.edu/sphsc/>

## **W** UNIVERSITY of WASHINGTON

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**From:** Jennifer A. Payne [mailto:jap2@u.washington.edu]  
**Sent:** Wednesday, April 06, 2011 9:32 AM  
**To:** DALIA CORREA; MARK P. WEITZENKAMP; chid; David H. Sherman; 'jleon626@uw.edu'; Rick Aguilar  
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**Importance:** High

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Thanks.

Jennifer

\*\*\*\*\*

Jennifer Payne, M.Ed.  
University of Washington  
University Curriculum Coordinator  
Office of the Registrar  
[uwcr@uw.edu](mailto:uwcr@uw.edu)  
206-543-5938  
Box: 355850

4/18/2011

## Seattle: Minor in American Sign Language (ASL-20110216)

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**uwcr**  
uwcr  
Board owner

Please review the attached 1503 pdf requesting to establish an minor in American Sign Language at the Seattle Campus and post comments by 5:00 pm on Thursday, May 26th.

If you have any problems viewing the attachment, please contact the University Curriculum Office at uwcr@uw.edu.

Attachments:



ASL-20110216.pdf 8.8M Download  
View

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**bjhenry**  
BARBARA J HENRY

An excellent idea! Also makes it possible for incoming graduates of Roosevelt HS to continue their studies of ASL in greater depth.

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**uwcr**  
uwcr  
Board owner

I strongly support this proposal for an ASL Minor. This puts ASL at the same level of most foreign languages taught at UW that have minors. For students in many majors where professions come in contact with deaf people, an ASL minor would be invaluable.

Richard Ladner

## UNIVERSITY CAMPUSES UNDERGRADUATE PROGRAM REVIEW PROCEDURES\*\*

### CHECKLIST

Title of Proposal: Minor in American Sign Language (ASL-20110216)

Proposed by (unit name): Linguistics

Originating Campus:

☒ UW, Seattle

☐ UW, Bothell

☐ UW, Tacoma

**I. Phase I. Developed Proposal Review** (to be completed by Originating Campus' Academic Program Review body)

A. Review Completed by: (list name of program review body)

Chaired by:

04/20/11 Date proposal received by originating campus's review body

04/24/11\_ Date proposal sent to University Registrar

04/24/11 Date proposal posted & email sent to standard notification list

05/27/11 Date of originating campus's curriculum body approval

(Note: this date must be 15 business days or more following date of posting)

B.   2   Number of comments received. Attach the comments and a summary of the consideration and responses thereof : (1-2 paragraphs)

**II. Phase II. Final Proposal Review** (to be completed by FCTCP)

A. Review Completed by:

☒ FCTCP subcommittee

☐ FCTCP full council

Chaired by: William Erdly

6/9/11 Date request for review received from University Registrar

6/23/11 Date of FCTCP report Note: Summary response sent on 6/23/11 indicating committee approval. Form submitted on 7/6/11.

B. Review (attached)

YES NO

☒ Was notice of proposal posted on UW Website for 15 business days?

☒ Was notice of proposal sent to standard mailing list 15 business days in advance of academic program review?

☒ Were comments received by academic program review body?

☒ Was response to comments appropriate? (explain, if necessary)

☒ Was final proposal reviewed by FCTCP within 14 days of receipt?

☒ Was there adherence to the University Campuses Undergraduate Program Review Process? (explain, if necessary)

#### C. Recommendation

☒ Forward for final approval

☐ Forward to Provost because of University issues (Explain)

☐ Return to campus council because of insufficient review (Explain).

\*\*Endorsed by Faculty Senate Executive Committee, 1/10/05, modified 1/31/06; These procedures apply to new undergraduate degrees, majors, minors (and certificates) and substantive changes to same